



SHIRE OF COOLGARDIE

MINUTES

OF THE

ORDINARY COUNCIL MEETING

24 April 2018

6.00pm

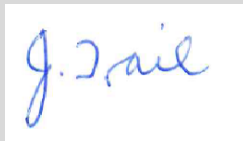
Kambalda

SHIRE OF COOLGARDIE

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 24 April 2018 in the Recreation Centre, Barnes Drive, Kambalda commencing at 6:00pm.



JAMES TRAIL
CHIEF EXECUTIVE OFFICER

ORDINARY COUNCIL MEETING

24 April 2018

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

The dates, times and locations of the Ordinary Council Meetings for 2018 are listed hereunder. This month's meeting is highlighted.

Tuesday	24 January 2018	6.00pm	Coolgardie
Tuesday	27 February 2018	6.00pm	Kambalda
Tuesday	27 March 2018	6.00pm	Coolgardie
Tuesday	24 April 2018	6.00pm	Kambalda
Tuesday	22 May 2018	6.00pm	Coolgardie
Tuesday	26 June 2018	6.00pm	Kambalda
Tuesday	24 July 2018	6.00pm	Coolgardie
Tuesday	28 August 2018	6.00pm	Kambalda
Tuesday	25 September 2018	6.00pm	Coolgardie
Tuesday	23 October 2018	6.00pm	Kambalda
Tuesday	27 November 2018	6.00pm	Coolgardie
Tuesday	18 December 2018	6.00pm	Kambalda



James Trail
Chief Executive Officer

DISCLAIMER

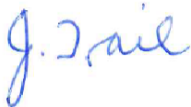
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

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 fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

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

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

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

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

1. by the person presiding at the meeting; or
2. 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:

1. A council to answer a question that does not relate to a matter affecting the local government;
2. A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
3. 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.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President, M Cullen declared the meeting open at 06:00 pm and welcome fellow Councillors, visitors and staff and thanked them for their attendance.

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

PRESENT:

Shire President, Malcolm Cullen
Councillor, Kathie Lindup
Councillor, Sherryl Botting
Councillor, Betty Logan
Councillor, Norm Karafilis

MEMBERS OF STAFF:

Chief Executive Officer, James Trail
Executive Assistant, Elly McKay

MEMBERS OF THE PUBLIC:

Lynda Ducan
Cheryl Davis
Karen Vodden
Christine Ewan
Jan McLeod
Kaye Gioussouf
Deidre McGuirk

APOLOGIES:

Nil

APPROVED LEAVE OF ABSENCE:

Councillor, Tracey Rathbone

3 DECLARATIONS OF INTEREST

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

Nil

3.2 Declarations of Proximity Interests – Local Government Act Section 5.60B

Nil

3.3 Declarations of Impartiality Interests – Administration Regulation 34C

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Jan McLeod - Widgiemooltha

(c) What were the results of the meeting with Northern Star Resources?

It was more of a meet and greet as they have taken over Jubilee Mill and West Gold tenements.

(d) What were the results of the inspection of the public buildings in Coolgardie with the dept. of finance?

The Department of Finance met with the Shire to inspect maintenance issues prior to finalising their scope of works. As the building is not owned by the Shire this information will be used by the Department when contracting works out.

(e) Pg. 61 – Revenue from transport has had 500% increase. What was involved to give such a large increase?

It was as result of haulage campaign funding received. This is always difficult to budget for as campaigns not always known. The money will be transferred to the road construction reserve account at year end.

(f) Pg.62 – Under REVENUE from “OTHER REVENUE” a 1263% variance. What was included to give such a large increase.

The income, not budgeted for, is revenue received from Evolution for SBS transmission in Coolgardie, commission for department of transport and un allocated income from Kambalda Recreation centre

(g) Pg.69 – Please explain what \$70,000 was for in Kambalda Entry Statement and if the expenditure will be Justified as necessary as nothing has been spent.

This was a budget item from a few years ago. The Council has allocated the funding towards looking at the entry statements for Kambalda.

(h) Pg. 149 – Remedial works Kambalda Swimming Pool \$42,000.

(i) What will this be spent on?

Supply and installation of new Recirculation pumps, Pre-pump Strainers and Foot valves at Kambalda Swimming Pool.

(j) What are the problems with the swimming pool?

The pool shells need to be refurbished at the end of this swimming season to repair the internal surfaces that are worn and damaged and eliminate water leaks. Attempting to avoid these works is likely to result in harm to the users through cuts and abrasions as well as further water loss and ongoing pool movement. This refurbishment work includes the following:

3. Empty pool taking care to dewater the surrounding ground to avoid uplift - estimated cost \$10,000
4. Remove tiles and existing paint and relevel all gutter edges. Inspect floor and walls of pools for signs of concrete cracks, drumminess and reinforcement corrosion. Repair any defects. Fit hydrostatic valves to floor of pool to allow future drainage with high water table – estimated cost \$110,000
5. Replace and repair expansion joints, repaint and retile water line / walls and repaint floor – estimated cost \$180,000

6. Install new RTP piping in central channel with new RTP nozzles and separate valved supplies to each pool. Remove and replace all inground RTP piping with upgraded sizes. Relocate chemical treatment sample point take off at filtration plant - Estimated cost \$190,000
7. Run separate gutter drains back to the balance tank for the LTS and wading pool to ensure existing gutters to the main pool operate without flooding when filtration plant is upgraded in future \$20,000
8. Install new gutter grates and provide equipotential bonding to all metal fittings around the pools — Estimated cost \$30,000
9. Reinstate concourse and landscaping where disturbed for piping replacement – estimated cost \$30,000.

The following works are also recommended to replace aging equipment that has the potential to fail in the near future. If necessary, they may be able to be delayed a year or two if they do not fail in this time:

- (5) Replace circulation pumps and install common piping header to filters. Pumps and pipes to be sized for compliant circulation rates – Estimated cost \$24,000
- (6) Repair concrete defects in plant room floor using epoxy injection - Estimated cost \$6,000
- (7) Replace filters and associated piping to provide shunt backwashing. Filters of the existing size are no longer commercially available and replacement with three sand filters at 6.5m² each. This will require modification to the existing enclosure. – Estimated cost \$110,000

(k) What will be fixed at the swimming pool?

Foot valves, pre-pump strainers and new recirculation pumps

(l) What were the results of the last audit?

The Shire received a safety audit rating of 93.84%

(m) What has been fixed since the last audit?

The last audit undertaken by Royal Life Saving in 2015 was not received by Council. Many issues identified from the previous audit have been completed. Any issues not fixed will be identified in the recent audit

(n) When will the next audit be?

An audit has just been undertaken on 26th and 27th March 2018 by Royal Life Saving. The report from the audit will be completed within 3 weeks.

(o) Pg. 151 – Animal Control/ Law Order and Public Safety

(p) Reduced salaried – how is the shire to make savings in this area when we employ a ranger?

Salaries were reduced across the board. Previously the Shire had two rangers so there is money in the budget under this area for two staff members.

(q) I saw a Kalgoorlie Boulder Ranger in Kambalda yesterday (26/03/2018) why are we having to employ from outside the Shire and will this be costed to Law Order and Public Safety?

We have entered into a shared services agreement with the City of Kalgoorlie – Boulder. It has been identified extra resources are needed for law, order and public safety and compliance. It will be costed to this area as well as compliance and ranger services.

(r) Pg. 152 Anticipated savings in salaries within Parks and Gardens – Please explain how this will occur?

The level of service on some of the parks in Kambalda can be reduced. The Shire has also reviewed the levels of service in parks and gardens and increased expenditure in maintenance.

(s) Other questions regarding the Kambalda tip:

(t) What type of tips is the Shire licences for?

One is licenced and the other is registered.

(u) Are there license that are more appropriate?

This is being looked at as part of the review of both tip sites. The appropriateness of the license is all determined around the types and classifications of waste received at each tip site

(v) Will the Coolgardie Tip be large enough?

The Shire has engaged the services of Strategen to assist the Shire to respond to the request by the Department of Water and Environmental Regulation to review the operations of the Kambalda Tip Site. This includes the operations of both tip sites, the expansion of Coolgardie tip site and the Kambalda Tip Site becoming a transfer station

(w) What area of Coolgardie Tip is Fenced?

This is being surveyed and checked as part of the assessment being undertaken by Strategen

(x) Have haulage costs been factored in?

Haulage costs will be factored in once the assessment is completed by Strategen and as part of the joint tender for domestic waste collection.

(y) Have other sites in Kambalda been considered?

Other sites have not been considered given the request by the Department of Water and Environmental Regulation for the Shire to consider moving to a transfer station in Kambalda and an expanded tip site in Coolgardie.

(z) What are these deemed inappropriate?

The most significant issue with the Kambalda tip site is it is just over 3 meters to the water table and the possible future risk of contamination.

5 PUBLIC QUESTION TIME

Lynda Duncan – Kambalda

- 1. What reassurance can Council provide that the Kambalda West 50m swimming pool will be ready for opening in October 2018?**

Council cannot provide any assurance but Council will do it upmost to have the pool open when the season starts.

- 2. Can Council provide an assurance that the Kambalda Amateur Swimming Club will be consulted prior to any decisions being made on the future of the Kambalda West 50m Swimming Pool?**

All community members including the Kambalda Amateur Swimming Club will be consulted with prior to any decision being made on the Pool. A public workshop will be held.

- 3. Can Council please provide Kambalda Amateur Swimming Club with all Building maintenance, Royal lifesaving WA audits, and any engineering reports held in relation to the Kambalda West Swimming Pool? And any future reports?**

On the completion of the structural engineering report Council will be able to determine what works need to be undertaken on the pool. These will be discussed with the community at the public workshop. On receipt of the structural engineer's report, the Council will discuss what reports may be received by Council and released into the public domain.

- 4. Can Council please provide detailed profit and loss statements for the operations of the Kambalda and Coolgardie Swimming pools for the last 3 years?**

Detailed profit and loss statements are produced for programmes and sub programmes in accordance with Local Government Financial Regulations. It is not done for specific services or activities in detail. Furthermore, the accounts and job numbers have been restructured in accordance with the service level review.

On completion of the structural engineer's report and current associated costs with dewatering, etc, a financial analysis will be provided at the community workshop

Christine Ewan – Kambalda

- 1) Will the Shire accept the Community Submissions requesting of the 50m pool as Community Feedback regarding "Kambalda Pool" on pg. 11 Shire of Coolgardie's Community Strategic Plan 2018-2028?**

Yes as the Shire President has stated in his report all submission will be accepted and considered as part of the deliberations on the Community Strategic Plan.

- 1) P.14 b) stated that “the pool shells need to be refurbished, to repair the internal surfaces that are worn and damaged and eliminate water leaks”. Will the Shire consider a complete realignment of the interior of the pools with a polyurethane coating? These are used extensively in the mining industry as liners in tanks, bunded areas, dump trucks and are also used in swimming pools. Repairs can be done before the lining is applied and since coloured will avoid the need for painting and retiling.

Once we get the assessment from the engineering report it will tell us what we can do and we cannot do. They will make different recommendation in the report to see if the life can be extended.

- 2) P.14 c) I have heard that the circulation pumps have been replaced.
- a) Is this covered?
 - b) What other work has been completed?

Work on the pumps identified 18 months ago has been completed.

- 3) P.14 f)
- a) Have the results of the March Audit been received?
 - b) What does the audit cover?

The audit report has not yet been finalised. The audit undertaken by Lifesaving WA assesses procedures, processes and safety.

- 4) P. 14 7.b) The shire identified that extra resources are needed for law order and public safety, yet there is a projected 37.6% saving capitals for this financial year. Law order and public safety was one of the top three things “The Community said” (from the survey) that would improve the community.
- Why is the allocated budget not being spent?
 - Where are the savings being derived? What are you not spending money on to allow for this reduction?
 - Will these savings result in a reduced budgeted allocation for law & Order in next year’s budget?

As mentioned as the last meeting the Shire has engaged extra resource with the City of Kalgoorlie Boulder. With the presence on the City of Kalgoorlie Boulder it is estimated the Shire will use the budget allocated to Law Order and Public safety. Other costs like CCTV and patrols are included. All costs and allocations for 2018/2019 will be discussed during budget deliberations.

Can a fuller explanation for my question be provided as your answer is confusing? Projected savings on parks 6.9%, trees 28.9%, lookout 6.9%. These are attractions and benefit the community. We are proud of the work done by the Town Crews to make the towns look well-cared, and do not understand how the level of service can be reduced.

Those savings are funds that haven’t currently been spent. Once the end of the financial year comes around we may have fully spent the budget for that area. The Shire is in the first year of the three-year journey implementing the service level review. Any savings identified this year will be reviewed during budget deliberations and determined whether savings were due to reduced service levels or other factors.

5) Why hasn't the Shire considered other sites in Kambalda for a tip as it is a request not a directive from the Dept. of water and Environmental Regulation?

Kambalda is land locked with all the mining leases and to free up any future land will take years. We have a tip situated in Coolgardie that has a long-life span. At this point in time the focus is managing the Kambalda tip and constructing a transfer station to allow the domestic waste to be taken to Coolgardie which is estimated to save \$150,000 on maintenance at the Kambalda tip.

6) It was noted that the road crew has undertaken maintenance work on Binneringie Road. Yet in the March Agenda, \$7,425 was paid to hailing Aust, Agriculture Dev. PTY LTD for a maintenance grade on Binneringie Road (eft 14624 – 9th Feb 2018.):

- a) Can this please be explained?
- b) We used to have 5 crew on the road gang. How many do we now employ?
- c) What plant does the Shire own that is used by the road gang?
- d) What plant does the Shire hire for use by the road gang?
- e) Can you please confirm what the below payments were for and where this work was carried out?
 - \$4,620 – 20hrs Truck hire EFT 14789 paid to Parsons Transport – work at Kambalda Tip
 - \$46,776 – Roadworks: EFT 14798 paid to Gencon Civil – stabilising work undertaken on Shire roads
 - \$16,607 – 250hrs Grader Hire: EFT 14812 paid to Nowlan Grading – renewal on Jaurdi Hill Road

The Shire uses a combination of internal and external resources to undertake renewal on roads. The Shire currently engages 3 staff in the construction crew. The main machinery used by the Shire team are a water tanker and grader owned by the Shire. On occasion the Shire loader is used. Rollers are hired in by the Shire.

7) Will the Shire be opening the rolls and publicise this so that those people who are entitled to vote but not automatically on the roll will be able to cast and have their vote counted?

The item will have to be considered by Council, we would need to consider this as part of the process.

8) Is the identification of the Shire trends, issues and impacts bel to be viewed? Should these be included as part of the plan? What are the results of the public consultation? Despite asking for meetings – Last one March 2016 – with the promise of more I would like to know when these were held.

On-line surveys were flawed. You had to tick a box before adding comments. ONLY 25m pool was offered. No option doe retaining the 50m pool.

- How can the results of the survey be a reflection of the community's needs, wants, and aspirations?

180 Surveys

3610 population x 100 = 5% of population responded.

Can summary of the comments from both surveys be included in the plan?

What the people said – has been delegated to Page 14. This should have been introduced to the document prior to planned projects and what the people have said should reflect in your action points noted under "Shire of Coolgardie Planned Projects – 2028 on pg. 10 and pg. 11".

Can the Council please comment on this as all planned projects seen Council based rather than Community based.

The Community Strategic Plan is by nature Strategic. Consequently, the Plan does not include details on all projects, programs and activities. A community workshop has been scheduled to further enable the community to provide feedback on the Plan. The results of the survey are available at request from the Shire

9) What has Council amended in the original draft plan and what are these amendments?

The previous community strategic plan was more of an action based plan. Many amendments have been made. The amendments can be viewed by comparing the previous Community Strategic Plan with the new Draft Plan. The Draft Community Strategic Plan has been produced linking to what the Shire can financially afford.

10) Can Kambalda East be reduced to Kambalda as there never has been a Kambalda East?

A submission or an approach from the community needs to be put forward for consideration by Council.

11) Will the Shire be definite about retaining the 50m pool as no dimensions have been given with the Kambalda Pool Pg. 11 in the plan?

The Shire has engaged a structural engineer to assess the core of the shell in the pool. On receipt of that report Council can make an informed decision and discuss with the community its options.

12) Is there a demand or need for a road train assembly area? From what I've seen on the road road-trains are already assembled and the drivers preferably camp out of town to avoid noise issues?

The Shire is investigating whether there is a need or demand for a truck stop in Coolgardie

13) It seems that the Wardens Court building is under control from the Presidents Report. Should it still be included?

The actual building is not the responsibility of the Shire. The Shire has been lobbying the State Government to try and get them to complete the upgrades. It is deemed appropriate to include in the Community Strategic Plan given it houses our museum visitor's centre.

14) Where are the projects planned for the community – and for the community to be involved in? What are the specifics?

Eg: our own Heart walk – we have artists in town.

Projects and programs are included in the Shire Corporate Plan and Annual Budget

15) Where are the resource allocations which are a requirement of the strategic plan?

It is not a requirement to detail resource allocations in the Strategic Plan. This information is detailed in the Corporate Plan and Long Term Financial Plan.

16) A bi-annual community satisfaction survey seems a poor measure of success when our comments have not been expanded into worthwhile specific projects (apart from the Coolgardie Hub but will that lessen what is there now?). Can Coolgardie Councillors comment?

The Shire Councillors are of the opinion a bi-annual community satisfaction survey is a good measure of success. This is a key performance measure in the Strategic Community Plan.

17) Can Council please confirm where funding for the Community Chest fund is being derived from?

This has not been determined. The CEO has been engaging with numerous stake holders to determine interest in the provision of funds into the Chest.

18) Many members of the community raised issue with the Shire of Coolgardie for accepting waste from TWM at the time. TWM paid the Shire to deposit the waste. The Shire now has to deal with it.

How can Council consider:

- a) Endorsing a site plan for a transfer station known as the Kambalda Waste facility?
- b) Authorise budget amendments?
- c) Authorise a transfer from reserves at this meeting?

When

- The issue of the waste from TWM has not been addressed.
- The Shire has not considered another tip site.
- Full costings need to be considered
- Transfer where to?
- Should Council be making a decision on this at this point in time without all the required facts and information?

The issue of the waste from TWM is currently being addressed through the engagement of Strategen. Regarding the transfer station, this has been discussed by the Council for more than 4 years. The Shire has a works approval to build a transfer station expiring on the 30th June 2019. Council believe they can decide on the transfer station given the comprehensive and detailed discussions that have taken place.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting 27 March 2018

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of 27 March 2018 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: #062/18

Moved: Councillor, K Lindup
Seconded: Councillor, S Botting

That the minutes of the Ordinary Meeting of Council of 27 March 2018 be confirmed as a true and accurate record.

CARRIED ABSOLUTE MAJORITY 5/0

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8.1 President's Report April 2018

The Shire released a Community and Corporate survey for community consultation and to receive submissions during April as part of the process to gather information from our communities to draft a new Community Strategic Plan 2018 - 28. To date over 130 surveys and 40 submissions have been received and these will be evaluated into the draft plan to go back into the community for final consultation before being adopted by Council.

As part of this consultation process, some concern has been raised regarding the future of the Kambalda pool. I would like to assure residents that it is not the intent of Council nor our Staff, that the pool be closed. For some time now, our Pool Managers have raised concerns with several major issues that require to be addressed and as part of the community survey several options for a future Aquatic Centre in Kambalda were put in as suggestions. As a result of this Shire Staff are undertaking the following measures to assess the structure of the pool and filtration system during the winter months:

- Staff currently sourcing quotes to dewater pool surrounds.
- Scope of works for structural engineering report by Friday 20th April.
- Dewatering of pool surrounds commence 7th May.
- Pool to be emptied commence 14th May.
- Structural engineer to commence work 21st May.
- Engineers Report received by mid-June.
- Community workshop end of June.
- CSP adopted by Council in July.

Shire Staff have been undertaking training by DSS officers during April in preparation for the rollout of the Cashless Debit Card trial in the Goldfields Region. The rollout of the card commenced in Coolgardie with residents receiving their documents last Friday, and it is expected that Kambalda residents will be receiving theirs in mid-May. The Shire have appointed two new officers, one in the Coolgardie Administration Office and the other in Kambalda Resource Centre to co-ordinate the shop fronts and assist participants in the scheme to activate their new cards.

I would urge any of our residents that have any concerns what so ever, to call in at either shop front where our Staff will be only too happy to assist with setting up the card or financial advice in an endeavour to ensure a smooth transition.

Coolgardie residents and visitors alike, have welcomed the return of some greenery to Tommy Talbot Park in the centre of town recently, where Chris Hicks and his crew have transformed part of the park with green synthetic grass where the ground has laid bare since the original lawn was removed to prevent

further water damage to the stonework on the nearby buildings two years ago. Visitor Centre staff have received many positive comments from people following these works.

I received an invitation from our local Mining and Pastoral Member, Kyle McGinn to meet with him in Coolgardie on April 13th, where he announced that the Minister for Mines had confirmed that the Mining Registrar's Office in Coolgardie would reopen upon the completion of the upgrade and repairs to the building being undertaken by the Department of Finance (Building Management, Works). To achieve this result has taken a lot of lobbying of various Government Departments and Ministers, and I would like to Thank Kyle for his effort, as this is really good news for our community , mining companies , prospectors and tourists alike.

Our road crew have been busy recently, working toward putting the finishing touches on the Ladyloch Haulage route, and maintenance work on Binneringie Road north of Widgiemooltha. Both these roads are being prepared for major increases in heavy vehicle traffic, with the Burbank's mining centre increasing activity south of Coolgardie , and Tawana ramping up production of lithium at Bald Hill and transporting their product to the Esperance Port.

Maintenance grading has also been carried out on sections of Coolgardie North and Jaurdi Hills Roads, repairing washouts caused by the recent heavy rains in the region.

Our Technical services staff are undertaking road assessments in preparation for funding submissions to RRG and R2R Groups for road works in the 2018/19 and 19/20 years.

Our Waste co - Ordinator has been kept busy with the removal of asbestos related material from the roof replacements taking place in Kambalda following the severe storms last November. There is approximately 220 houses that will have the roof replacements in the towns during this process, most of which will be disposed of at the Kambalda Tip, and this will have a part effect of modernising the towns through this natural disaster.

On a much sadder note, the Coolgardie Community is mourning the sudden and tragic loss of long-time resident and Councillor Bob Kippin. Bob passed away following a tragic accident on Easter Saturday and his enthusiasm and commitment to his fellow residents and our communities will be greatly missed. He was fittingly farewelled at a moving memorial service at the Coolgardie Recreation Centre on Friday 13th April by a huge crowd of family, friends and acquaintances with the hall set up with an outback bush setting especially for Bob. On behalf of Councillors and Staff, I wish to offer our sincere condolences to his wife Gill and all the families.

The Kambalda Community have also received similar news last week with the sudden passing of Mrs Maureen Kuhn. Maureen and her late husband Bert were long-time residents of the Kambalda Community, and she devoted many years of service to the schools in Kambalda as well as supporting many other community organisations. They raised their family in Kambalda, with Noeline and Cyril being current members of our Shire staff, as well a granddaughter Jessica recently been a trainee at the Shire. Maureen's presence in Kambalda will be missed by all, and on behalf of Councillors and all Staff I wish our sincere condolences to the Kuhn and Poke families.

Meetings and events attended this period:

- Met with Minderoo Foundation Gen One in Coolgardie with Cr Logan and Mia Hicks.
- Teleconference meeting in Coolgardie for Blackspot Road Funding with CEO and RSA Works.
- Attended Coolgardie Primary School Anzac Ceremony 12th April.
- Attended plaque commemoration of Thomas Hill at Coolgardie Pioneer Cemetery with members of the Hill Family of Laverton.

- Met with Mia Hicks and representatives of Forrest Personnel to discuss disability and CDP work programmes.
- Met with Manager of Department of Communities and Cr Logan to discuss public and community housing issues.

Malcolm Cullen
Shire President

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

10.1 Local Emergency Management Committee

Location:	Nil
Applicant:	Nil
File Reference:	NAM5975
Disclosure of Interest:	The author has no interest in this matter
Date:	28 March 2018
Author:	Engineering Administrator Officer, Mel Nowlan

Summary:

For Council to receive the quarterly Local Emergency Management Committee (LEMC) Minutes for the meeting held at the Kambalda Recreation Centre on 06 March 2018.

Background:

This report is to provide Council information on the activity of the LEMC committee.

Comment:

Nil

Attachments:

{attachment-list-do-not-remove}

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Cohesive and engaged community

Support community safety and security initiatives

Solutions focussed and customer oriented organisation

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, accepts the Local Emergency Management Committee (LEMC) Minutes of the meeting held 06 March 2018.

COUNCIL RESOLUTION: #063/18

Moved: Councillor, N Karafilis

Seconded: Councillor, S Botting

That Council, accepts the Local Emergency Management Committee (LEMC) Minutes of the meeting held 06 March 2018.

CARRIED ABSOLUTE MAJORITY 5/0

Local Emergency Management Committee (LEMC) MINUTES

FOR THE MEETING CONDUCTED AT 1pm TUESDAY 06 MARCH 2018, SHIRE OF COOLGARDIE – KAMBALDA RECREATION CENTRE, KAMBALDA

1 Meeting opening and apologies.

Introduction of Visitors/ New members / proxies.

The Chair opened the meeting at 1:10pm; greetings and introductions were made around the meeting table.

Record of Attendance

Members

Mal Cullen
Tracey Rathbone
James Trail
Cherie Wallace
Dave Ball
Mel Nowlan

Organisation

Shire of Coolgardie – Shire President
Shire of Coolgardie – Councillor
Shire of Coolgardie - CEO
MRWA
OIC – WA Police; Kambalda
Shire of Coolgardie – ETO

Apologies

Gavin Avery
Elizabeth Leroy
Ian Gordon
Gaynor Jefferies
Keiran Douglas
Shannon McGeown

St John Ambulance (SJA)
Community Nurse Manager - WA Country Health Service
Paddington Gold
SJA – Coolgardie
DBCA
OIC – WA Police; Coolgardie

2. Guest Presentations

Nil

3. Confirmation of Minutes

It was agreed that the minutes of the Local Emergency Management Committee held on the 27 November 2017 be confirmed as a true and accurate record.

Moved: Mel Nowlan

Seconded: James Trail

4. Business Arising from previous Minutes

4.1 RE: Emergency Management Plan (EMP) – as per meeting held 08 February 2018.

The Shire's CEO advised that an external consultant and legal advice should be sought to review the Shire's existing Emergency Management Plan. Going forward - a draft of the external review, in conjunction with consultation from a core group of LEMC representatives (St John's, Police etc) and quotes for this expense will be required.

Action: James to approach Yvette Griggs (Office of Emergency Management) requesting recommendations for seeking consultants/legal advice.

4.2 Tracey enquired about the status of the following items; gensets, alternative energy options and Widgiemooltha and Kurrawang residents (what about their emergency power resources & how do they fit into the Emergency Management Plan?).

- The Shire has received quotes for gensets for the Coolgardie & Kambalda Recreation Centres (aka the designated Emergency Centres). This matter is confirmed for Shire budget review.
- Alternative Energy: battery/solar options – this would be a matter for consideration for the external consultant (doing the EMP review).
- Widgiemooltha & Kurrawang residents: this would be a matter for consideration for the external consultant and that these questions are why an Emergency Management Review needs to be conducted.

5. Correspondence

6. Standing Items
 - 6.1 A full contact list will be attached as an Appendix to this record for review by the Committee to see who's relevant eg are there any Agency representatives?
7. Agenda Items

Nil.
8. General Business
 - 8.1 Two gensets going to Shire's budget review.
 - 8.2 Emergency Management Plan needs to be reviewed for reasons mentioned in Section 4. This review needs to be budgeted for.
 - 8.3 Dave Ball: a meeting should have been called during the last weather event. In future for any incidents that take place a meeting needs to be called to activate the response. A meeting could be held at possibly the Police Station and a current contact list needs to be available. Core group of recipients should include the OIC, LEMC Chair (to co-ordinate response), CEO, Police/St Johns' Ambulance/Fire Brigade representatives, Shire co-ordinator.

Action: James and Mel to co-ordinate an Agenda item/report including full list of contact details of LEMC members for the Shire's March Council meeting (to be held 27 March 2018).
 - 8.4 Cherie Wallace: RE: Dundas collaboration. Dundas Shire acknowledged their five hazards to be (in no particular order) fire, storm, road crash, chemical substance and electrical supply disruption.

Action: CEO to consult with Yvette about the Strategic Risk Training Workshop (to be held 16 May 2018, 10:30am, Kambalda Recreation Centre) and provide Yvette with five suggested hazards.
9. Confirmation of next meeting

Tuesday 05/06/2018 - 1pm - meeting to be held in Coolgardie (Bayley Street office).
9. Meeting closed at 1:38pm

Shire of Coolgardie
Local Emergency Management Committee
Action list as at 04 September 2017

Date	Reference	Item	Responsible person	Due date	Update
	1.	Resource/Service Log	Mel Nowlan	Work in Progress	Ongoing – details are updated as received.
	2.	Review of Funding for Emergency Generator Power	Mal Cullen	06/03/18	Confirmed for Shire budget review.
13/03/2017	3.	St John Ambulance Training Exercise RE: WAERN training	Gaynor Jefferies	Next meeting	No progress.
13/03/2017	4.	LEMC Membership The chair asked that members please provide formal proxies.	All Members	Next meeting	Ongoing. Please check contacts list and provide proxies where required.
13/03/2017	5.	Coolgardie Police Field Training Exercise Parameter of exercise changed to include emergency management.	S McGeown		Desktop scenario. No confirmed date.
13/03/2017	6.	Coolgardie St John Ambulance Request for Shire's Town Planner to investigate	G Jefferies		Correspondence received from SJA – Coolgardie Sub Branch (ICR22848) directed to CEO.

		ownership of vacant land next to Coolgardie Police Station, Sylvester Street.			
13/03/2017	7.	Kambalda T Junction/Intersection Correspondence sent to MRWA re: Black Spot concerns at Kambalda intersection.	Keith Dickerson		Response received from MRWA (ICR22131).
04/09/2017	8.	Introduction to the Local Risk Project Identify local risks/ hazards, assess risk preparedness and the response/outcome.	Mal Cullen		Risk Introduction workshop to be conducted by Yvette Grigg – Kambalda Rec Centre, 16/05/18 10:30am. CEO to attend.
27/11/2017	9	Review of Emergency Management Plan	CEO, Shire President	To be referred to external consultant	To be referred to external consultant – no date set

Removed “Hot Work”/Total Fire Bans – Exemptions (Norton Gold Fields Ltd) as no further contact has been made. Matter has stalled.

Contact List						
Name	Organisation	Email Address	Request for Info ONLY – will not attend meetings	Mobile #	Landline #	Fax #
Adrian Lally	Northern Star Resources – Kundana	alally@nsrltd.com				
Ryan Butler	DPAW – Regional Fire Controller	ryan.butler@dpaw.wa.gov.au		0429 102 295	9080 5555	9021 7831
Sean Monaghan	Focus Minerals Ltd	smonaghan@focusminerals.com.au		0459 501 710	9215 7816	9022 0230
Shane Munro	Coolgardie Fire & Rescue	capthead@bigpond.com.au		0428 895 422		9026 7123
Dave Shilton	Coolgardie Fire & Rescue	daveshilton8@icloud.com		0412 859 582		
Carmel Puckett	DFES	Carmel.Puckett@dfes.wa.gov.au				
Godfrey Patten	Kambalda Volunteer Fire & Rescue	godfrey.patten@bhpbilliton.com				
Jason Cleeland	Kambalda Volunteer Fire & Rescue	jwplumbing@rocketmail.com		0419 049 748		
Darren McCarthy	Kambalda Volunteer Fire & Rescue	darren.mccarthy@bhpbilliton.com		0419 043 253	9027 0556	

Stephen Petersen	Dept. Fire & Emergency Services	Stephen.Petersen@dfes.wa.gov.au			9026 4100	
Martin Cable	Dept Fire & Emergency Services	martin.cable@dfes.wa.gov.au			9026 4100	
Sgt Dave Ball	OIC - Kambalda Police	dave.ball@police.wa.gov.au		0427 271 286	9027 1555	9027 1562
Sgt Shannon McGeown	OIC - Coolgardie Police	shannon.mcgeown@police.wa.gov.au				
Mal Cullen	SOC - Shire President	shire.president@coolgardie.wa.gov.au		0417 266 191	9026 6191	9027 3125
Tracy Rathbone	SOC – Shire Councillor	flutterz00@aapt.net.au		0459 999 296	9027 1669	9027 3125
James Trail	SOC – CEO	ceo@coolgardie.wa.gov.au		0407 085 571	9080 2111	9027 3125
Kevin Caldwell	SOC – Shire Ranger	ranger@coolgardie.wa.gov.au		0407 479 035	9080 2111	9027 3125
Stephen Forward	SOC & Coolg Volunteer Fire Brigade	wco@coolgardie.wa.gov.au		0427 081 074	9080 2111	9027 3125
Elly McKay	SOC – Executive Secretary	emkay@coolgardie.wa.gov.au			9080 2111	9027 3125
Mel Nowlan	SOC – ETO	eto@coolgardie.wa.gov.au			9025 0316	
Ashleigh Thurn	Dept. of Communities	ashleigh.thurn@communities.wa.gov.au		0429 372 266		
Braden Fisher	St John Ambulance	Braden.Fisher@stjohnambulance.com.au		0427 197 546		

Gavin Avery	St John Ambulance – Community Paramedic	Gavin.Avery@stjohnambulance.com.au				
Gaynor Jefferies	St John Ambulance – Coolgardie	gaynor.jefferies@bigpond.com		0437 701 240	9025 0310	
St John's Ambulance	State Ops Centre "SOC"				9334 1272	
FESA					9026 4100	
Cherie Wallace	MRWA	Cherie.Wallace@mainroads.wa.gov.au		0437 230 661	9080 1422	
Joanne Loffler	Kamb-Esp Gas Pipeline – TW Power Services PL	joanna.loffler@twps.com.au			9072 1422	9072 1433
Wynand (Wayne) Ferreira	Kamb-Esp Gas Pipeline – TW Power Services PL	Wynand.Ferreira@twps.com.au		0418 746 376	9072 1422	9072 1433
Ian Gordon	Paddington Gold Mines	ian.gordon@padgold.com.au		0447 455 511		
Brett Morrow	Paddington Gold Mines	Brett.morrow@padgold.com.au		0438 802 833	9080 6872	
Cheryl Pitt	ARC Infrastructure	Cheryl.pitt@arcinfra.com	YES		9022 0632	
Jonathan Slattery	ARC Infrastructure *FOR EMERGENCY RAIL ACCESS APPROVAL	jonathan.slattery@arcinfra.com	YES	0407 547 296		
Yvette Griggs	SEMC	Yvette.Grigg@oem.wa.gov.au		0488 907 187	9690 2313	9622 5178

Denyse Delfs	Kambalda Primary School	denyse.delfs@education.wa.edu.au			9027 1042	
CAPS School Coolgardie	CAPS School Coolgardie	officemanager@caps.wa.edu.au			9026 6155	
Lynette Keleher	Coolgardie Primary School – Principal	lynette.keleher@education.wa.edu.au			9026 6014	
Garry Houghton	Carina Mine (Mineral Resources)	garry.houghton@mineralresources.com.au		0428 355 001	6310 6213	
Jason Mills	Kidman Resources	jason.mills@kidmanresources.com.au		0477 998 979		
Monique Guest	Shire of Dundas	moniqueg@dundas.wa.gov.au	YES	0427 168 103	9039 1205	
Elizabeth Leroy	Kambalda Medical Centre	elizabeth.leroy@healthwa.gov.au			9027 8200	
Leah Boucher	Kambalda Ambulance	leahdboucher@yahoo.com.au				
Keiren Douglas	DBCA	kieren.douglas@dpaw.wa.gov.au			9080 5555	
Rob Troode	Independence Group – Long Shaft	robert.troode@igo.com.au			9027 6699	
Damian Jones	Construction Manager – Primero Group	damian.jones@primerogroup.com.au		0429 688 843	6500 9500	

11 REPORTS OF OFFICERS

11.1 Chief Executive Officer

11.1.1 Monthly Activity Report

Location:	Nil
Applicant:	Nil
File Reference:	NAM6005
Disclosure of Interest:	The author has no financial interest
Date:	06 April 2018
Author:	Executive Assistant, Elly McKay

Summary:

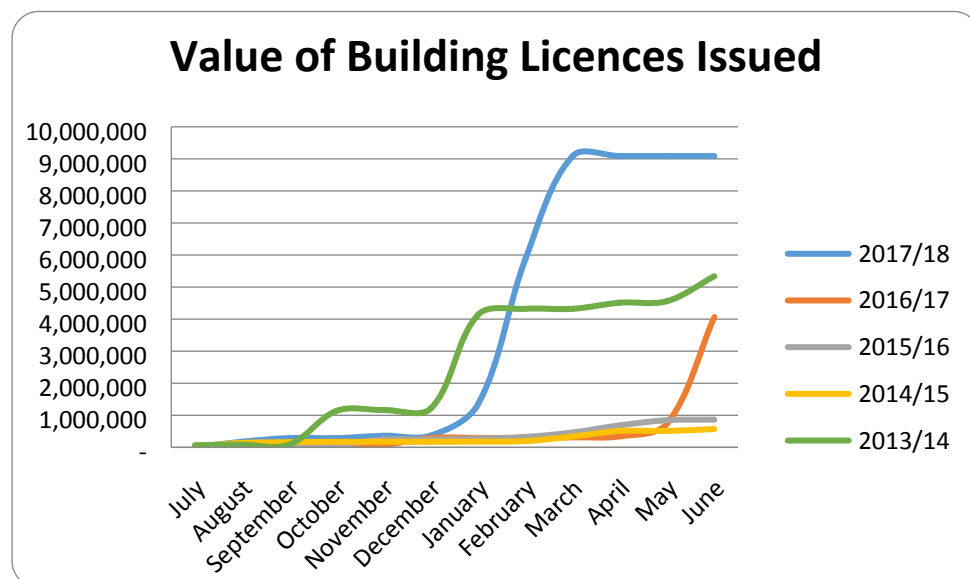
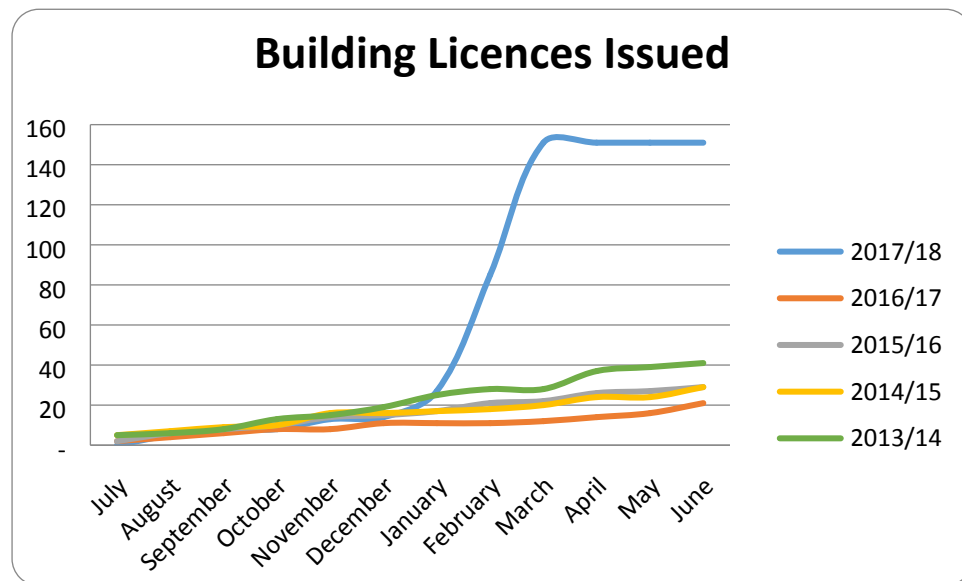
For Council to receive the monthly activity report for March 2018.

Background:

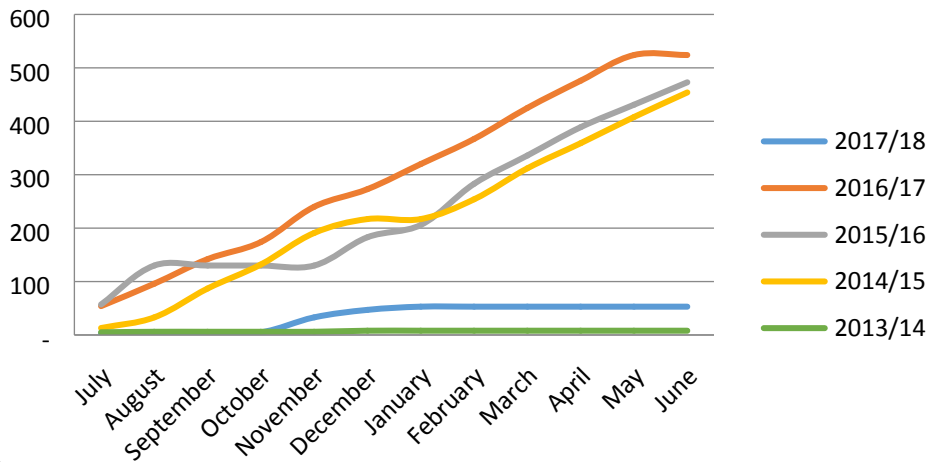
This report is to provide Council information on the activity of various Council services and facilities.

Comment:

Data

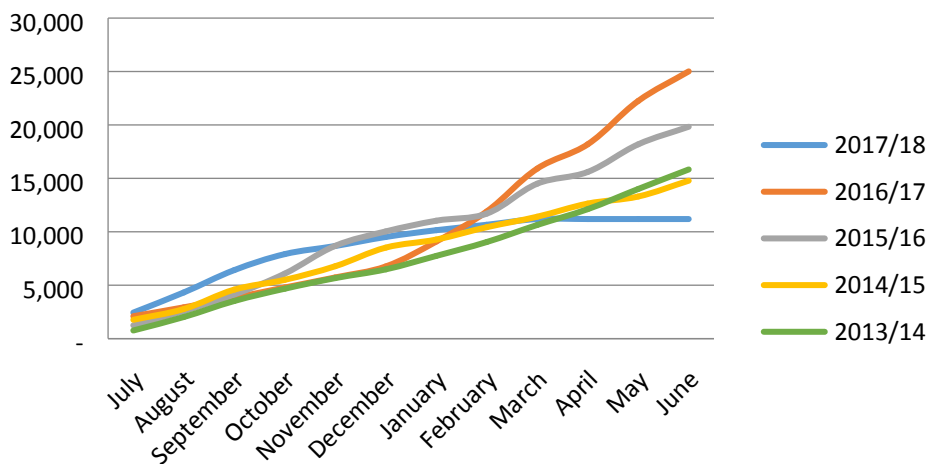


Health and Building Inspections

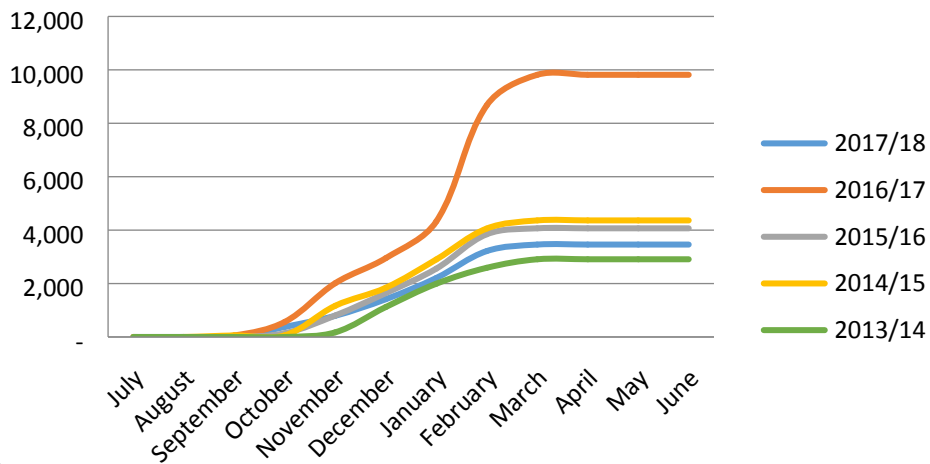


Recreation Services

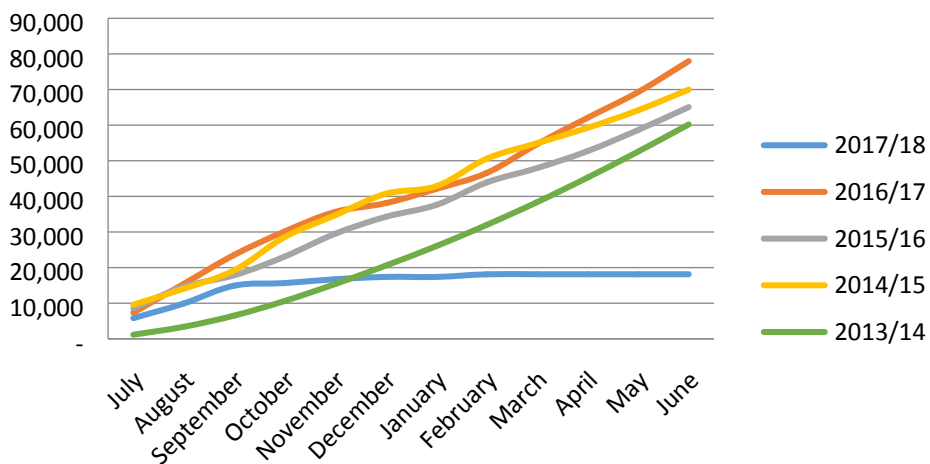
Coolgardie Recreation Centre



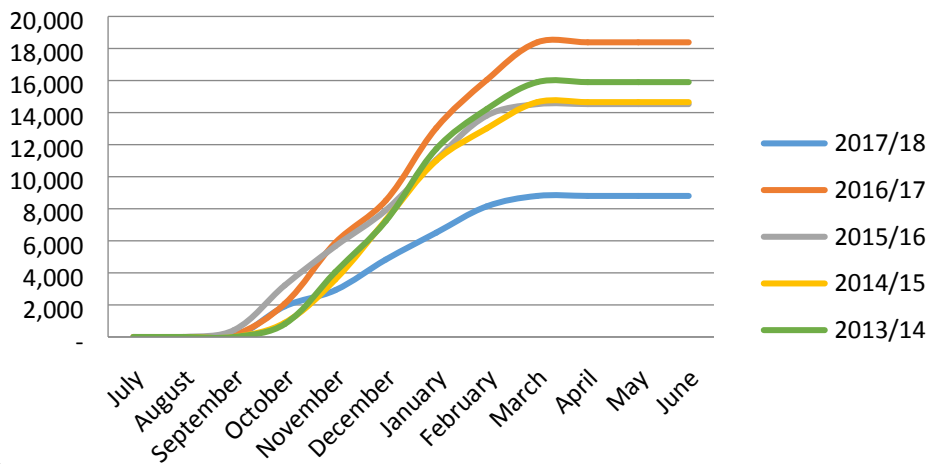
Coolgardie Pool Attendance



Kambalda Recreation Centre

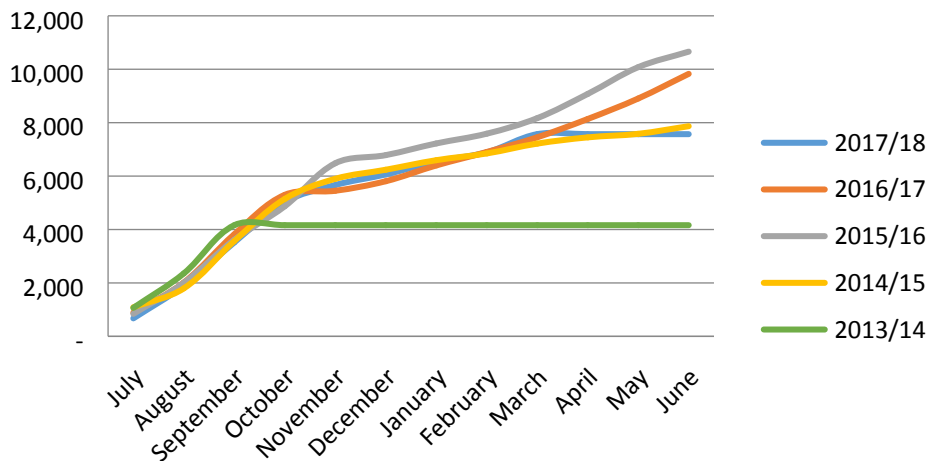


Kambalda Pool Attendance

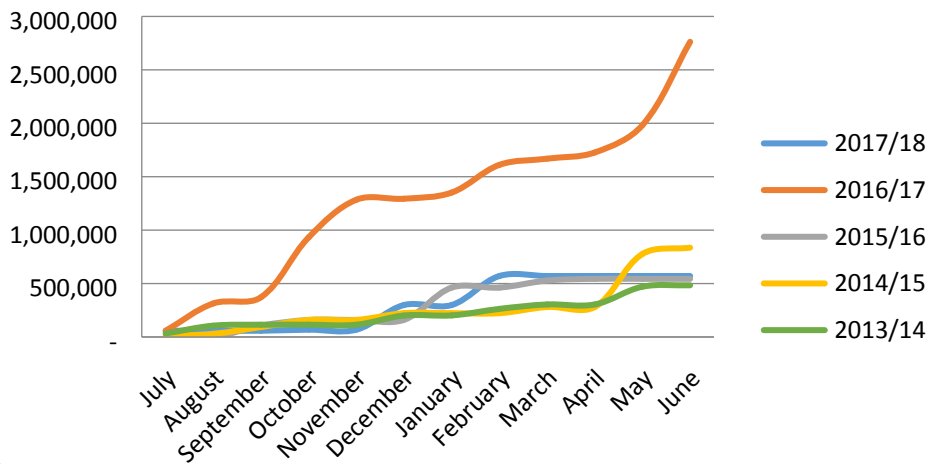


Community Services

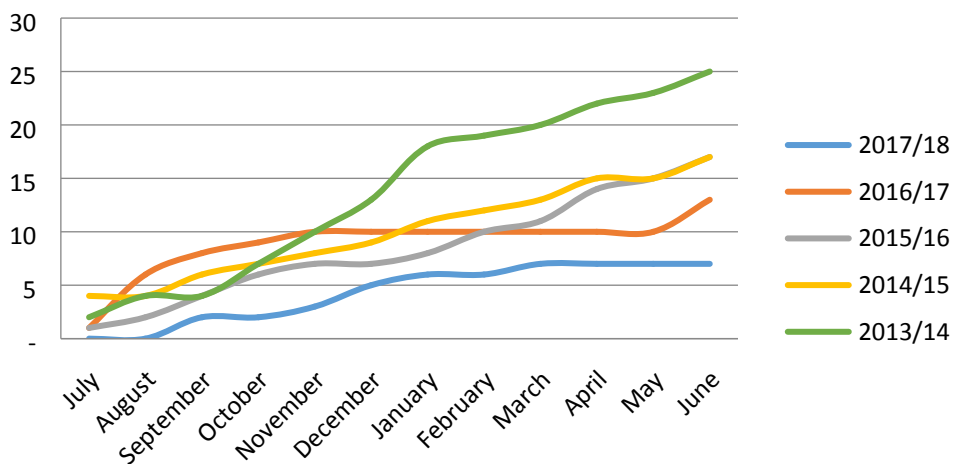
Coolgardie Visitors Centre



\$ Value Grants Received

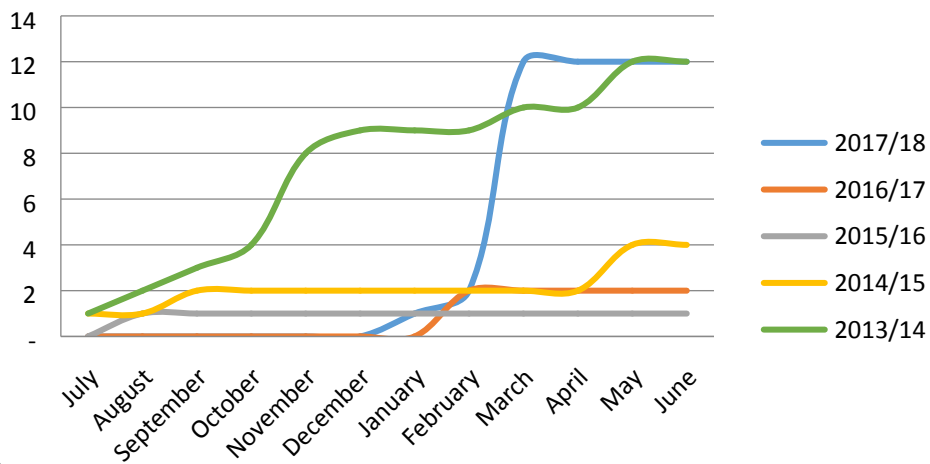


Number of Grants Applied For

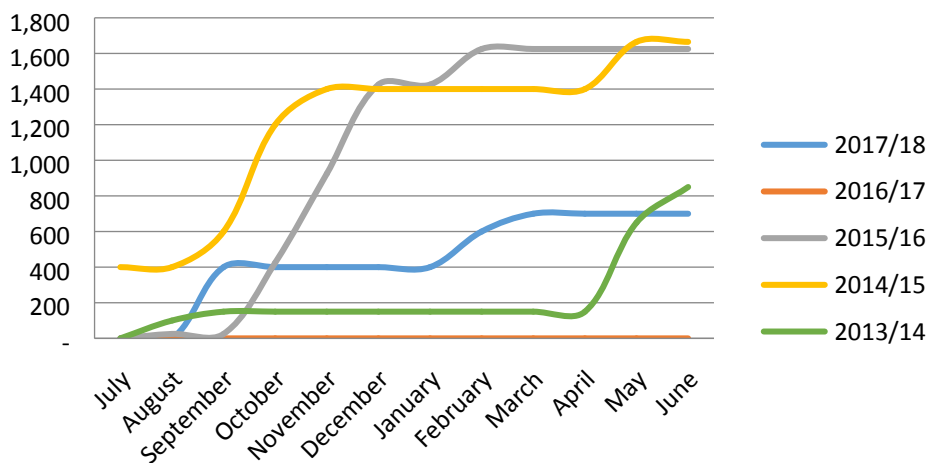


Ranger Services

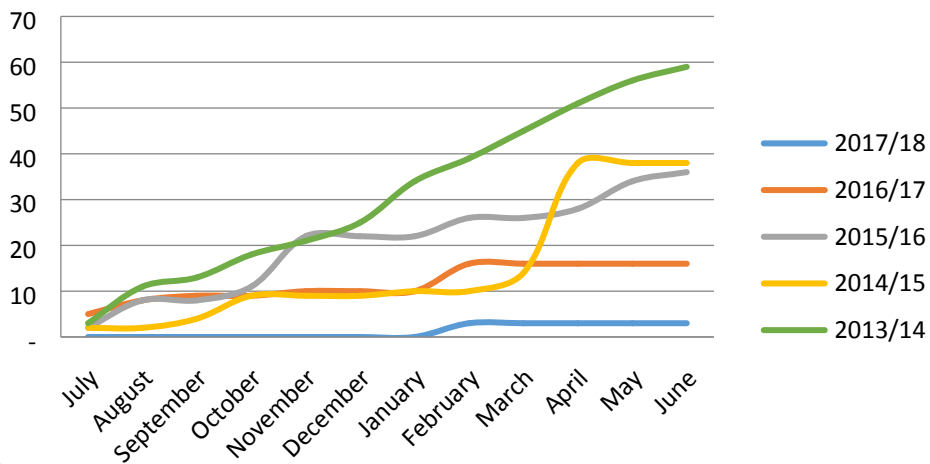
Kambalda Dogs Impounded



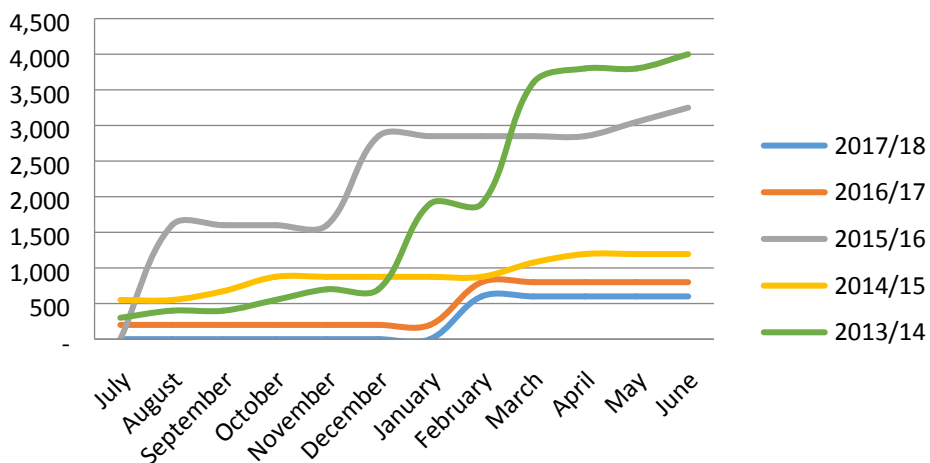
Kambalda Infringements Issued (\$)



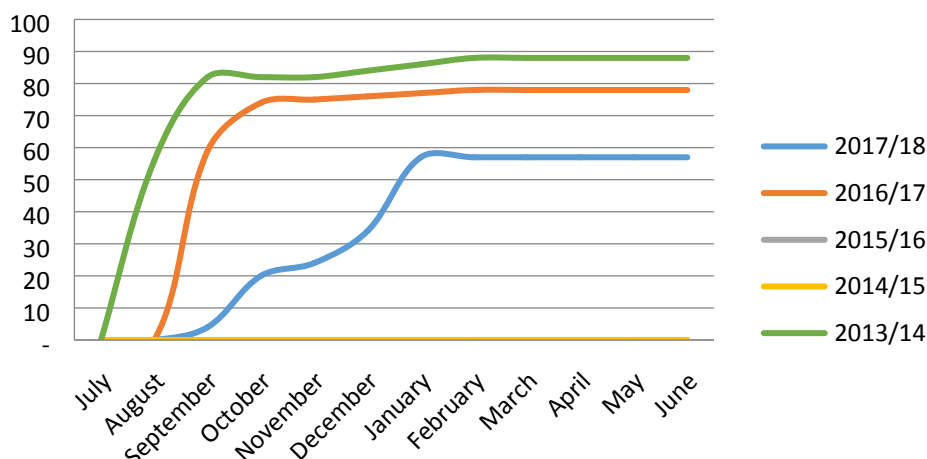
Coolgardie Dogs Impounded



Coolgardie Infringements Issued (\$)



Pool Inspections



Governance

DATE	RES. No.	ACTION REQUIRED
Ordinary Council Meeting 16 December 2014		
16 Dec 14	227/14	<p>COUNCIL RESOLUTION: # 227/14</p> <p>That Council pursuant to Section 6.64(1)(b) of the Local Government Act 1995, where all reasonable efforts to locate the owner of the properties listed in attachment 1 and attachment 2 proceed to:</p> <ol style="list-style-type: none"> 1. Surrender to the Crown the 78 properties listed in the attachment 1 which have rates in arrears for three or more years, where the cost of proceedings for the recovery of outstanding rates would be equal or exceed the value of the land, 2. Sell the 12 properties listed in attachment 2 which have arrears for three or more years, and recover from the proceeds of the sale the outstanding balances which total \$77,765.04.
		Replaced by Resolution # 059/18

Ordinary Council Meeting 27 January 2015			
27 Jan 15	013/15	<u>COUNCIL RESOLUTION: # 013/15</u> That Council disposes of the property at Lot 101 (No. 68) Serpentine Rd, Kambalda East by public tender.	In Progress – Property to be included in sale of other properties once contract sorted for appointment of Agent
Ordinary Council Meeting 24 March 2015			
24 March 15	050/15	<u>COUNCIL RESOLUTION: # 050/15</u> That Council resolves to – 10. Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land and Lot 117 as indicated on the attached plan for the purpose of Horse Blocks, and on completion of the process to report to Council for Direction 11. Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.	Replaced by Resolution # 059/18
24 March 15	051/15	<u>COUNCIL RESOLUTION: # 051/15</u> That Council resolve to – (8) Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land and Lot 117 as indicated on the attached plan for the purpose of Motorised Sports, and on completion of the process to report to Council for Direction (9) Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.	In progress – Meeting held with Dept of Lands – Visit from Dept to be arranged for May 2018
Ordinary Council Meeting Minutes 28 July 2015			
28 July 15	137/15	<u>COUNCIL RESOLUTION: # 137/15</u> That Council resolve to – 4. Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land as indicated on the attached plan for the purpose of Rifle Club, and on completion of the process to report to Council for Direction	In progress – Meeting held with Dept of Lands – Visit from Dept to be arranged for May 2018

		5. Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.	
Ordinary Council Meeting 26 April 2016			
26 April 16	068/16	<u>COUNCIL RESOLUTION: # 068/16</u> That Council 6. Authorise the Chief Executive Officer or his delegate to negotiate an agreement between Goldfields Masonic Homes Inc and the Shire of Coolgardie for the sale of the six units, known as Montana Homes for a total of \$30,000.00 (being \$5,000.00 per unit), <i>with Masonic Homes Inc to provide a written commitment to construct an additional two units subject to <u>Grant funding availability</u>.</i> 7. Advise the Minister for Lands of their support for the transfer of the Management Order over Reserve 35500, Lot 2126 of the units known as Montana Homes, 1, 3, 5, 7, 9, 11 Hunt Street Coolgardie to Goldfields Masonic Homes Inc 8. Advertise the proposed disposal of Reserve 35500, Lot 2126 to Goldfields Masonic Homes Inc. in accordance with Section 3.58 of the Local Government Act 1995. 9. Authorise the President and Chief Executive Officer to affix the Common Seal and sign the associated contract documents.	In progress – Meeting held with lawyers at end of August. Issue still with Lawyers needs to be followed up.
26 April 16	072/16	<u>COUNCIL RESOLUTION: # 072/16</u> MOVED: COUNCILLOR, K LINDUP SECONDED: COUNCILLOR, T RATHBONE That Council 1. Receives confidential attachment 1 the Shire of Coolgardie 2015 Probity Compliance Audit Report 2. Endorse the recommendations in confidential attachment 1 the Shire of Coolgardie 2015 Probity Compliance Audit Report 3. Endorse confidential attachment 2, Recommendation Implementation Action Plan 4. Request a Shire of Coolgardie Compliance Framework Document be developed by the 30 th June 2016 and included as a Key Performance Indicators for the Chief Executive Officer to be reviewed annually 5. Request the Chief Executive Officer write to the Department of Local Government and provide a copy of confidential attachment 2, Recommendation Implementation Action Plan	In progress Department to meet with the Shire to sign off the review.

		<p>and confidential Council agenda item - Probity Compliance Audit Report 2015.</p> <p>Council resolved to release the 2015 Probity Compliance Audit Report as a public document.</p> <p style="text-align: right;">CARRIED 7/0</p>	
Ordinary Meeting of Council 25 October 2016			
25 Oct 16	289/16	<p><u>COUNCIL RESOLUTION: # 289/16</u></p> <p>That Council defer Agenda item 11.3.3 (change of tenure for Shire reserve) presented in the October 2016 Ordinary Meeting of Council until the February Ordinary Meeting of Council. At this time future information and updates will be provided as to the status of this land purpose issue</p>	<p>In progress. Post Office Reserve tenure change still with Shire Lawyers. Update to be provide at April Meeting</p>
Ordinary Council Meeting 28 March 2017			
28 March 17	084/17	<p><u>COUNCIL RESOLUTION: # 084/17</u></p> <ol style="list-style-type: none"> 1. That Council authorise the CEO to negotiate a new lease for the portion of three (3) rooms and the shared reception area at the Kambalda Health Centre, 2 Gumnut Place, Kambalda. <i>“Description: Portion of the premises known as the Kambalda Health Centre and comprising exclusive use of offices 8, 9 and 24 together with shared use of reception area 26 and non-exclusive use of common areas. Exclusive use area is approximately 43.1 sqm.</i> 2. That the lease agreement is brought back to Council for final adoption 	<p>In progress – Meeting to be held with Jupiter Health in April to discuss lease. Intention to bring lease back to Council in May 2018</p>
Ordinary Council Meeting 26 April 2017			
26 April 17	105/17	<p><u>COUNCIL RESOLUTION: # 105/17</u></p> <ol style="list-style-type: none"> 1. That Council request the CEO to investigate options for the lease of land to the Kambalda subcentre branch 2. That Council request all relevant stakeholders be consulted as part of the process <p>That Council request following those discussions that the CEO write to the minister to lease the appropriate reserve</p>	<p>In progress – meetings held awaiting feedback from sub centre branch</p>

		giving the Shire the power to lease to the Kambalda Sub Centre branch of St Johns Ambulance.	
Ordinary Council Meeting 27 June 2017			
27 June 17	147/17	<u>COUNCIL RESOLUTION: # 147/17</u> 1. That Council appoint Aon Risk Services LTD as the Shire of Coolgardie's insurance broker, advisor and risk manager to provide the services detailed in the scope of works document 0618/0626 "provision of insurance broking, risk management and financing services effective from 1 July 2017 for a two-year period for an annual fee of \$25,000 plus GST 2. That Council request Aon to place the Shire's property insurances in the Global insurance market with Berkshire Hathaway to the value of \$68,328.00. 3. That Council place the non LGIS scheme membership and workers compensation insurances as per the attachment with Aon risk services LTD to the value of \$109,464.00 4. Retain LGIS insurance for public liability and professional indemnity and crime policy. As per the attachment to the value of \$49,878.00 5. That the CEO write to the Minister of Local Government, GVROC and WALGA raising concerns of LGIS grossing up prices of small Local Governments	Final letter to be drafted
Ordinary Council Meeting 26 September 2017			
26 Sep 2017	212/17	<u>COUNCIL RESOLUTION # 212/17</u> That Council 1. Authorise the Chief Executive Officer to negotiate a Lease between the Shire of Coolgardie and the Coolgardie Men's Shed for the premises known as the Old Railway Station Goods Shed near the Coolgardie Railway Station for a minimum of five years with an annual rental of \$400.00 plus GST per annum plus C.P.I increase. 2. Authorise the Chief Executive Officer and the Shire President to execute the lease agreement in accordance with Standing Orders Local Law 2000 Section 19.1 subject to there being no significant variations from the lease document, and that all relevant costs have been paid.	In progress – item needs to be brought back to Council in May 2018

26 Sep 2017	214/17	<u>COUNCIL RESOLUTION: # 214/17</u> That Council: <ol style="list-style-type: none"> 1. Initiate reserve purpose change to arial landing ground and access (airport) 2. Advise the Office of Transport Security and CASA of the Shire of the above action. 3. Request the CEO contact the sky diving group regarding the use of the reserve 	In progress
Ordinary Council Meeting 24 October 2017			
24 Oct 2017	230/17	<u>COUNCIL RESOLUTION: # 230/17</u> Authorise the Chief Executive Officer and the Shire President to execute the lease agreement in accordance with Standing Orders Local Law 2000 Section 19.1 subject to there being no significant variations from the lease document, and approve the application of the common seal of the Shire of Coolgardie for the lease document.	In Progress – item to be brought back to Council in for Medical Centre Lease once meeting with Jupiter Health held.
Special Council Meeting 14 November 2017			
14 Nov 2017	238/17	<u>COUNCIL RESOLUTION: # 238/17</u> That Council: <ol style="list-style-type: none"> 1. Endorse the proposed Amended Miscellaneous Licence 15/373 for pipeline and road from Mincor Resources within the Widgiemooltha Townsite with the inclusion of the proposed endorsement and conditions detailed below: <ul style="list-style-type: none"> • Endorsement: The grant of this lease does not include any private land referred to in Section 29(2) of the Mining Act 1978 except that below 30 meters from the natural surface of the land. • Conditions <ul style="list-style-type: none"> ○ Access to the surface of land within Widgiemooltha townsite for mining purposes being subject to the approval of the local Authority or relevant reserve vestee, and mining activities within the first 100 metres below the surface of the land being limited to such exploration activities as may be approved by the Director, Environment, DMIRS. ○ A Haulage permit is required to be obtained from the Shire of Coolgardie for the use of Kingswood Street; ○ Upgrading to the road junctions is to be upgraded where the proposal haulage road 	In Progress – Shire Planning consultant working with Mincor to progress actions. Haulage campaign negotiations current.

		<p>connects to Kingwood Street to the satisfaction of the Shire of Coolgardie.</p> <p>2. Endorse the proposed Miscellaneous Licence 15/374 for a pipeline and road from Mincor Resources within the Widgiemooltha Townsite with the inclusion of the proposed endorsement and conditions detailed below:</p> <ul style="list-style-type: none"> • Endorsement: The grant of this lease does not include any private land referred to in Section 29(2) of the Mining Act 1978 except that below 30 meters from the natural surface of the land. • Condition: <ul style="list-style-type: none"> ○ Access to the surface of land within Widgiemooltha townsite for mining purposes being subject to the approval of the local Authority or relevant reserve vestee, and mining activities within the first 100 metres below the surface of the land being limited to such exploration activities as may be approved by the Director, Environment, DMIRS. ○ A Haulage permit is to be obtained from the Shire of Coolgardie for the use of Kingswood Street and Cave Hill Road. ○ Road Junction upgrades to T Junction standards are required where the proposal haulage road connects to Kingwood Street and Cave Hill Road. 	
Ordinary Council Meeting 28 November 2017			
28 Nov 17	252/17	<p><u>COUNCIL RESOLUTION: # 252/17</u></p> <p>For Council to consider One Tree Community Services request to replace the current outside play area at the leased portion of the Kambalda Community Recreation Facility known as the daycare facility with natural open space themed play equipment, with the following conditions</p> <p>1. One Tree Community Services seeks CEO approval of the final version of play equipment and natural open space before submitting funding applications.</p> <p>One Tree adhere to the following conditions as per the current lease that is in place with the Shire of Coolgardie</p> <p>2. One Tree Community Services must not make any Alterations to the Area without the prior</p>	<p>In Progress. Follow up to occur in May when Shire will meet with One Tree</p>

		<p>written approval from the Shire which shall be provided in its sole discretion and in which case its decision shall be final.</p> <p>3. In the event of any Alterations being made by One Tree Community Services:</p> <ul style="list-style-type: none"> a) Such Alterations will be at the sole cost of One Tree Community Services; b) Such Alterations (including any fixtures or fittings affixed to the Area) will become the property of the Shire; and c) One Tree will reinstate the Area at its sole cost if the Shire reasonably requires it 	
28 Nov 17	254/17	<p><u>COUNCIL RESOLUTION: # 254/17</u></p> <p>That Council</p> <ul style="list-style-type: none"> 1. That Council increase the community chest account D0451 by \$20,000 for the kambalda Men shed and the Coolgardie Men shed contribution for building Stronger Communities applications and reduce the operating surplus by \$20,000. 2. 3. Endorse the savings of \$20,000 that will be identified in the 2017/18 budget review 4. Request the \$20,000 savings be clearly itemised in the 2017/18 budget review. 	Completed
28 Nov 17	260/17	<p><u>COUNCIL RESOLUTION: # 260/17</u></p> <p>That Council</p> <ul style="list-style-type: none"> 1. Authorise the Chief Executive Officer to negotiate a Lease between the Shire of Coolgardie and Joelee Nolan for a portion of the premises at Kambalda Community Recreation Facility known as the café for a combined minimum term of 5 years (2 years + 3 years) with annual rental of \$8000 plus GST plus CPI annual increase with outgoings to be borne by lessee (where outgoings are not sub metered, a portion of cost at 1.25% as per space of building occupied). 2. Authorise the Chief Executive Officer and the Shire President to execute the lease agreement between the Shire of Coolgardie and Joelee Nolan (Oil and Spice Café) for a portion of the premises at Kambalda Community Recreation Facility known as the café in accordance with Standing Orders Local Law 2000 Section 19.1 subject to there being no significant variations from the lease document, and that all relevant costs have been paid. 	<p>Final negotiations in place – Letter sent from Shire solicitor.</p> <p>Lease still not finalised.</p>
28 Nov 17	262/17	<p><u>COUNCIL RESOLUTION: # 262/17</u></p>	In Progress

		<p>That Council:</p> <ol style="list-style-type: none"> 1. SUPPORTS investigations into the partnership arrangements to provide government housing within Kambalda 2. APPROVES undertaking investigations on the delivery of Government Housing within the townsite of Kambalda which comprise the following: - <ol style="list-style-type: none"> a. Agreement terms in particular the timeframe b. Site identification c. Costs associated with the construction of the three houses d. Land Tenure options, costs and benefits e. Preliminary small lot subdivision design, costs, timeframe 3. AUTHORISES the Chief Executive Officer to undertake investigations on the potential of developing a small lot subdivision (up to 10 lots). 	<p>Met with DOH in December.</p> <p>Shire planning and development consultant to have follow up meeting.</p>
28 Nov 17	263/17	<p><u>COUNCIL RESOLUTION: # 263/17</u></p> <p>That Council</p> <ul style="list-style-type: none"> • Approves the disposal of Lot 101 No 68 Serpentine Road, Kambalda East in accordance with section 3.58 of the Local Government Act by Public Auction. • Authorises the CEO to appoint a suitably qualified person to undertake the auction, associated marketing and sale of land process. 	<p>In Progress.</p> <p>Selling and marketing agent needs to be engaged.</p>
28 Nov 17	264/17	<p><u>COUNCIL RESOLUTION: # 264/17</u></p> <p>That Council</p> <ol style="list-style-type: none"> 1. Receive the status report in relation to outstanding rates on properties within the Coolgardie Townsite. 2. Request an update status report be presented at the February 2018 Ordinary Meeting of Council. 	<p>Update Report presented to March Council Meeting. Agent needs to be engaged for selling and marketing of property. Rates need to be written off against doubtful debt account. To be done in May financials.</p>

28 Nov 17	265/17	<u>COUNCIL RESOLUTION: # 265/17</u> That Council <ol style="list-style-type: none"> 1. APPROVES the feasibility investigations and concept design for the Horse Blocks at Lot 555 Gnarlbine Road, Coolgardie comprising: - <ol style="list-style-type: none"> a. Option 2 – subdivision layout based on the existing block layout b. Surveying and infrastructure investigations c. Land and planning reports and process. 	Replaced by Resolution # 059/18
13 December 2017 Audit Committee Meeting			
13 Dec 2017	276/17	<u>AUDIT COMMITTEE RECOMMENDATION: # 276/17</u> That the Audit Committee: <ol style="list-style-type: none"> 1. Accepts the Annual Financial Statements for the period ending 30 June 2017, Independent Auditor's Report and Management Report for the Year Ended 30 June 2017 2. Recommends the Council adopt the Annual Financial Statements for the period ending 30 June 2017. 3. Recommends the Council receive the Management Report for the Year Ended 30 June 2017 4. Recommends to Council the Chief Executive Officer prepare an action report on the matters raised in the Management Report for the year ended 30 June 2017 to be presented to the Council at the February 2018 Ordinary Meeting of Council 5. Recommend to Council that the action report be forwarded to the Minister in accordance with s 7.12A (4) of the Local Government Act 1995 6. 	In Progress, to be presented at May 2018 meeting
19 December 2017 Ordinary Council Meeting			
19 Dec 2017	290/17	<u>AMMENDED RESOLUTION: # 290/17</u> That Council <ol style="list-style-type: none"> 1. Receive the Financial Management Review and the management response for the period ending June 2017 2. Request a progressive report on the actions and recommendations of the financial Management Review to be brought back to Council to the February 2018 Council Meeting 	In progress to be presented to May Meeting 2018. Draft to be provided to Council for CEO performance review.

Special Meeting of Council 23 January 2018			
23 Jan 18	004/18	<p><u>COUCNIL RESOLUTION: # 004/18</u></p> <p>That Council;</p> <ol style="list-style-type: none"> 1. Agree to the Shire of Coolgardie taking over the management of the Goldfields Records Storage Facility as at 01 March 2018 subject to the Goldfields Voluntary Regional Organisation of Councils (GVROC) approving an amendment to the Archives and Record Management Agreement reflecting the change of management. 2. Agree to the Shire of Coolgardie taking on the responsibility of the management of the Goldfields Records Storage Facility with the current staffing and financial model as presented. 3. Request the Archives and Record Management Agreement also be redrafted to reflect any changes that have occurred since 1st February 2013. 4. Authorise the Chief Executive Officer to negotiate with the City of Kalgoorlie – Boulder for the transfer of resources and finances to enable the Shire of Coolgardie to take over the management of the Goldfields Records Storage Facility. 5. Request the 2017/2018 Budget Review include the financial implications of taking over the management of the Goldfields Records Storage Facility. 	<p>In progress – update to be presented to April Meeting.</p> <p>Up Date report in April agenda.</p>
Ordinary Council Meeting 27 February 2018			
27 Feb 18	016/18	<p><u>COUNCIL RESOLUTION: # 016/18</u></p> <p>That Council APPROVES the proposed caravan hire and sales use at Lot 90 No 37 Bayley Street, Coolgardie, as shown on plans dated 5 February 2018 subject to the following conditions:</p> <ol style="list-style-type: none"> 1. All development must be carried out in accordance with the approved plans. 2. This approval is for sale, storage and hire of caravans and cleaning only. No human habitation/occupation permanently or temporarily is permitted on site. 3. Major repairs must not be carried out on-site. Minor servicing and small repairs, adjustments and cleaning 	In Progress

		<p>that generates easily contained liquid waste may be carried out on site.</p> <ol style="list-style-type: none"> 4. All wash-down areas must be constructed of hardstand, bunded and graded for suitable containment and disposal of materials for the duration of the development. 5. All wash-down areas to comply with environmental standard, including where applicable Unauthorised Discharge Regulations 2004 at all times. 6. The parking area is required to be constructed, surfaced, drained and marked out to the satisfaction of the Chief Executive Officer 7. All stormwater generated by the development must be contained and disposed of on-site to the satisfaction of the Chief Executive Officer. 8. The disposal of wastewater on-site must be approved by the Shire to the satisfaction of the Chief Executive Officer. The applicant should liaise with the Shires Health Services. 9. Bin storage areas to be screened from view from Bayley Street 10. The development must be supplied with a potable drinking water supply and sanitation facilities that meets Australian Standards. 11. Noise sources on the development to comply with the Environmental Protection (Noise) Regulations 1997, particularly in relation to surrounding residential premises. 12. Landscaping areas within the street setback to be planted and maintained with established trees and shrubs. <p style="text-align: right;">CARRIED ABSOLUTE MAJORITY 7/0</p>	
27 Feb 18	017/18	<p><u>COUNCIL RESOLUTION: # 017/18</u></p> <p>MOVED: COUNCILLOR, N KARAFILIS SECONDED: COUCNILLOR, S BOTTING</p> <p>That Council:</p> <ol style="list-style-type: none"> 1) SUPPORT the finalisation of the closure of Tindals Road, Coolgardie pursuant to Section 58 of the <i>Land Administration Act 1997</i>, comprising the <ol style="list-style-type: none"> a) Release of road reserve from the Southern Section of the intersection of Tindals Road and the Mine Bypass 	In Progress – Letter sent to engage surveyor.

		<p>Road in accordance with Council Plan 12-056 Ladyloch Road Preliminary Plan.</p> <p>b) All costs associated with advertising and survey as part of the disposal to be borne by Focus Minerals Pty Ltd.</p> <p>c) That Council indemnifies the Minister for Lands against any costs or compensation claims arising from the dissolution of land, Tindals Roads, within the Shire of Coolgardie, on the plan approved by the Chief Executive Officer.</p> <p>2) ADVISES the Department of Lands that the Shire of Coolgardie is pursuing the re-dedication of the land referred to as the former Londonderry Road in accordance with Section 56 of the Land Administration Act 1997.</p>	
27 Feb 18	018/18	<p><u>COUNCIL RESOLUTION: # 018/18</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1) ENDORSES the dedication of the realigned subject road (currently referred to as the realigned Lady Loch Road) pursuant to Section 56 of the <i>Land Administration Act 1997</i> as shown on the attached Plans. 2) ENDORSES submission to the Minister pursuant to Section 56 of the <i>Land Administration Act 1997</i> for the dedication of the realigned Lady Loach Road, comprising: - <ol style="list-style-type: none"> a. Location sketch map of the proposed road b. agrees in writing to cover the costs associated with the preparation of survey documentation to create the road reserve. c. Provides contact details of the applicants nominated Surveyor. 3) AUTHORISES the Chief Executive Officer to prepare the survey plans and documentation associated with the road dedication of the realigned Lady Loch Road with costs to be borne by the Shire of Coolgardie. 	In Progress – letter sent to advise of process and to engage surveyor
27 Feb 18	019/18	<p><u>COUNCIL RESOLUTION: # 019/18</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1) SUPPORT the realignment of Binneringie Road and the intersection upgrades at Coolgardie Esperance 	In Progress – CEO met and had discussion with Tawana.

		<p>Highway, Widgiemooltha as shown on attached plans (ref MRWA Plan Ref 7796-C-600 & 7796-C-601).</p> <p>2) ENDORSE the dedication of the realigned section of Binneringie Road pursuant to Section 56 of the <i>Land Administration Act 1997</i> as shown on the attached Plans (ref MRWA Plans Ref Ref 7796-C-600 & 7796-C-601).</p> <p>3) AUTHORISES the preparation of a legal agreement between the Shire of Coolgardie and Tawana in relation costs to facilitate, construct and maintain the realigned Binneringie Road comprising: -</p> <ol style="list-style-type: none"> Costs for the preparation and execution of the legal agreement by the Shires lawyers; Survey and documentation costs associated the road dedication costs. Construction costs for the new intersection and realigned Benneringie Road to the Shire and Main Roads requirements. Binneringie Road maintenance costs, comprising financial contribution to the maintenance of the Binneringie Road associated with the use of the road as a haul road for the mining activities. <p>4) REQUIRES the draft legal agreement for the realignment and dedication of a portion of Binneringie Road, Widgiemooltha to be referred back to a further Council meeting for endorsement prior to signing of the document on behalf of the Shire of Coolgardie.</p>	<p>Draft Legal agreement been prepared. Currently being reviewed by CEO.</p> <p>Intersection drawings are 85% complete.</p>
27 Feb 18	025/18	<p><u>COUCNIL RESOLUTION: # 025/18</u></p> <p>That Council APPROVES the proposed outbuilding and Residential Design Code variations on Lot 140 (No 1) Sandalwood Lane, Kambalda West, as shown on plans dated 29 January 2018 subject to the following conditions:</p> <ul style="list-style-type: none"> Building permit being obtained prior to the commencement of development. The Outbuilding shall not be used for human habitation, commercial or industrial purposes. 	In Progress
27 Feb 18	026/18	<p><u>COUNCIL RESOLUTION: # 026/18</u></p> <p>That Council endorses the amendments to the Purchasing Delegation as tabled.</p>	In Progress

27 Feb 18	027/18	<p><u>COUNCIL RESOLUTION: # 027/18</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1) DECLINES the request for a proposed road dedication of the private road referred to as Lefroy Road, Widgiemooltha. 2) ADVISED Public Transit Authority (PTA) of the council resolution 	In Progress. Letter to be drafted to PTA.
27 Feb 18	028/18	<p><u>COUNCIL RESOLUTION: # 028/18</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1) SUPPORT the realignment of Cave Hill Road, Widgiemooltha subject to the written support from the affected Mining Tenement lease holders. 2) ENDORSE the dedication of the realigned section of Cave Hill Road pursuant to Section 56 of the <i>Land Administration Act 1997</i> as shown on the attached Plans 3) AUTHORISES the preparation of a legal agreement between the Shire of Coolgardie and Mincor Resources in relation costs to facilitate, construct and maintain the realigned Cave Hill Road comprising: - <ol style="list-style-type: none"> a) Costs for the preparation and execution of the legal agreement by the Shires lawyers; b) Survey and documentation costs associated the road dedication costs. c) Construction costs for the realigned portion of the Road to the Shire and Main Roads requirements. d) Maintenance contribution costs associated with the use of the road as a haul road for the mining activities. 4) REQUIRES the draft legal agreement for the dedication of portion of Cave Hill Road, Widgiemooltha to be referred back to a further Council meeting for endorsement prior to signing of the document on behalf of the Shire of Coolgardie. 	<p>In Progress – Shire consultant and engineer met with Mincor.</p> <p>Process for road dedication under way. Design for road 100% completed. Awaiting a cost update on construction.</p>
27 Feb 18	029/18	<p><u>COUNCIL RESOLUTION: # 029/18</u></p> <p>That Council APPROVES the proposed outbuilding and Residential Design Code variations on Lot 72 (No 41) Sylvester</p>	In Progress

		<p>Street, Coolgardie, as shown on plans dated 22 February 2018 subject to the following conditions:</p> <ul style="list-style-type: none"> • Building permit being obtained prior to the commencement of development. • The Outbuilding (shed) shall not be used for human habitation, commercial or industrial purposes. 	
27 Feb 18	031/18	<p><u>COUNCIL RECOMMENDATION: # 031/18</u></p> <p>That Council</p> <ol style="list-style-type: none"> 1. Endorse the proposal from BIS Industries to use 7.9km of Coolgardie North Road for a campaign comprising of 40,000 tonnes for a period starting 01/04/18 to 30/06/18. 2. Request a one-third capital contribution of \$12640 ex GST to Account 11202750-170 (Limited Cartage Campaign) subject to BIS continuing to maintain the proposed haulage route, in accordance with Shire Policy 034, consisting of ongoing watering to ensure dust is suppressed and the road surface is maintained to the satisfaction of the Chief Executive Officer. 3. Permits to be issued upon receipt of payment. 	Completed - Money received, Permits issued
27 Feb 18	035/18	<p><u>COUNCIL RESOLUTION: 035/18</u></p> <p>That Council</p> <ul style="list-style-type: none"> • Approves the disposal of Lot 464, 110 Forrest Street, Coolgardie in accordance with section 3.58 of the Local Government Act by Public Auction. • Approves the disposal of Lot 1230, 11 Goodenia Court, Kambalda West in accordance with section 3.58 of the Local Government Act by Public Auction. • Authorises the Chief Executive Officer appoint a suitably qualified person to undertake the auction, associated marketing and sale of land process. 	<p>In Progress – CEO met with an interested party to purchase 110 Forrest Street.</p> <p>Advertisement to be prepared for selling property.</p>
27 Feb 18	037/18	<p><u>COUNCIL RESOLUTION: # 037/18</u></p> <p>That Council:</p>	In Progress

		<ol style="list-style-type: none"> 1. Note the Chief Executive Officers vehicle is more than 5 years old 2. Acknowledge that the policy states “Age of car no older than 5 years”. 3. approves the minor modification to the Use of Council Vehicle Policy Clause 9.3 minimum vehicle standards to include as follows, Age of car no older than 5 years or 150,000kms, whichever the greater level. 4. Review the current Use of Council Vehicle Policy, prior to the CEO Review in April 2018. 	
Ordinary Council Meeting 27 March 2018			
27 March 18	039/18	<u>COUNCIL RESOLUTION: #039/18</u> That Council approve leave of absence for Councillor, K Lindup from 3 April 2018 to 19 April 2018 and leave of absence for Councillor, T Rathbone from 14 April 2018 to 3 May 2018.	Completed
27 March 18	040/18	<u>COUNCIL RESOLUTION: #040/18</u> That the minutes of the Ordinary Meeting of Council of 27 February 2018 be confirmed as a true and accurate record.	Completed
27 March 18	041/18	<u>COUNCIL RESOLUTION: #041/18</u> That Council note the various activity reports and delegated authority used for February 2018.	Completed
27 March 18	042/18	<u>COUNCIL RESOLUTION: #042/18</u> That Council, receive listing (attached) of accounts paid during the month of February 2018 by the Chief Executive Officer under delegated authority of Council. <ol style="list-style-type: none"> 1. Municipal accounts totalling \$471,944.54 on Municipal vouchers EFT14597 – EFT14703, cheques 51994 - 52011, and direct payments made during the month of February 2018. 2. Trust payments totalling \$7,535.90 on cheques 2162 – 2169 for the month of February 2018. 3. Credit Card payments totalling \$8,621.41 for the month of January 2018 and February 2018. 	Completed
27 March 18	043/18	<u>AMENDED COUNCIL RESOLUTION: #043/18</u> That Council	

		<p>1. Receive the Financial Activity Statement for the period ending 28 February 2018 forming attachment 1 to Report 11.1.5.</p> <p>2. Commend all staff for their contribution for achieving these results.</p>	
27 March 18	044/18	<p><u>COUNCIL RESOLUTION: #044/18</u></p> <p>That Council,</p> <p>1. Pursuant to section 6.64 (1)(b) of the local government ACT 1995, proceed to sale of assessment A1174, which has rates and services in arrears for 3 or more years.</p> <p>2. Pursuant to section 6.64 (1)(b) of the local government ACT 1995, proceed to sale of assessment A1351, which has rates and services in arrears for 3 or more years.</p> <p>3. Pursuant to section 6.64 (1)(b) of the local government ACT 1995, proceed to sale of assessment A750, which has rates and services in arrears for 3 or more years.</p> <p>4. Pursuant to section 6.64 (1)(b) of the local government ACT 1995, proceed to sale of assessment A1532, which has rates and services in arrears for 3 or more years.</p> <p>5. Pursuant to section 6.64 (1)(b) of the local government ACT 1995, proceed to sale of assessment A3631, which has rates and services in arrears for 3 or more years</p>	In Progress
27 March 18	045/18	<p><u>COUNCIL RESOLUTION: #045/18</u></p> <p>That Council, write off rates Assessment A6789 for the debt totalling \$2660.78 in rates, interest and legal fees.</p>	In Progress
27 March 18	046/18	<p><u>COUNCIL RESOLUTION: #046/18</u></p> <p>That Council, write off rates Assessment A16792, A16633 and A16632 for the debt totalling \$1997.02 in rates and interest amount of \$104.06.</p>	In Progress
27 March 18	047/18	<p><u>COUNCIL RESOLUTION: #047/18</u></p> <p>That Council,</p> <p>1. Endorses the proposal from Avoca Mining Pty Ltd to utilise 18.5kms of Coolgardie Shire Road Network – 18.5 kms Binnewingie Road for a haulage campaign from 04/04/2018 to 04/08/2018 comprising 70,000 tonnes.</p> <p>2. Request a one – third capital contribution of \$51,800 ex GST to Account 11202750 – 170 for the total campaign subject to MLG continuing to maintain the proposed haulage route in accordance with policy 034 consisting of ongoing watering to</p>	In Progress. Permits issued first payment received.

		<p>ensure dust is suppressed and the road surface is maintained to the satisfaction of the Chief Executive Officer</p> <p>3. Authorise the Chief Executive Officer to issue permits on the receipt of \$12,800 by the 3rd April 2018</p> <p>4. Authorise a payment of \$19,500 to be made by 14/05/2018. Permits will be cancelled and required to be reissued if payment not received.</p> <p>5. Authorise a second payment of \$19,500 to be made by 28/06/2018. Permits will be cancelled and required to be reissued if payment not received.</p> <p>6. Request a road audit be undertaken by the Shire every month</p>	
27 March 18	048/18	<p><u>COUNCIL RESOLUTION: #048/18</u></p> <p>That Council defer Agenda Item 11.1.8 to the May Ordinary Council Meeting for the reason to gather more work on financial analysis, and seek other options.</p>	In Progress
27 March 18	049/18	<p><u>COUNCIL RESOLUTION: #049/18</u></p> <p>That Council, endorses the following application to have one hundred percent rate exemption for the 2017/18 financial year for the Kambalda Cultural and Arts Group \$769.00.</p>	In Progress
27 March 18	050/18	<p><u>COUNCIL RESOLUTION: #050/18</u></p> <p>That Council,</p> <p>1. Approve the Budget Review for the period ended 28 February 2018 carried out in accordance with the Local Government Financial Management Regulations 1995 Section 33A.</p> <p>2. Approve the amendments to the adopted budget as outlined in “Note 5 – Budget Amendments” in the 2017/18 Budget Review document.</p> <p>3. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 5 – Budget Amendments” within the 2017/18 Budget Review document.</p>	Completed
27 March 18	051/18	<p><u>COUNCIL RESOLUTION: #051/18</u></p> <p>That Council, APPROVES the proposed outbuilding and Residential Design Code variations on Lot 2258 (No 105)</p>	In Progress

		<p>Forrest Street, Coolgardie, as shown on plans dated 22 March subject to the following conditions:</p> <ul style="list-style-type: none"> • Building permit being obtained prior to the commencement of development. • The Outbuilding (shed) shall not be used for human habitation, commercial or industrial purposes. 	
27 March 18	052/18	<p><u>COUNCIL RESOLUTION: #052/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. Adopts the completed 2017 Compliance Audit Return for the period of 1 January to 31 December 2017 as presented in the Attachment for this report 2. Submits the completed Compliance Audit Return for the Shire of Coolgardie to the Department of Local Government after the Joint Certificate is signed by the Shire President and the Chief Executive Officer. 	Completed and Submitted
27 March 18	053/18	<p><u>COUNCIL RESOLUTION: #053/18</u></p> <p>That Council accept new business of an urgent nature - Cashless Debit Card Contract.</p>	In Progress
27 March 18	054/18	<p><u>COUNCIL RESOLUTION: #054/18</u></p> <p>That Council move new business of an urgent nature - Cashless Debit Card Contract to Confidential Items.</p>	In Progress
27 March 18	056/18	<p><u>COUNCIL RESOLUTION: #056/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. SUPPORTS preliminary investigations into development of workers accommodation on Lot 1965 Reserve 46628 Gnarlbine Road Coolgardie was identified as a potentially suitable site. 2. INITIATES reserve purpose change of Reserve 46628 Gnarlbine Road Coolgardie purpose of workers accommodation. 3. INITIATES Reserve 46628 Garlbine Road Coolgardie Management order change inclusive of leasing authority for a period of 21 years to facilitate development of workers accommodation development consistent with the site zoning. 4. AUTHORISES the CEO to sign the Offer to Lease agreement on behalf of the Shire of Coolgardie. 	<p>In Progress</p> <p>Offer signed. Valuation being undertaken on Friday 20th April 2018</p>
27 March 18	057/18	<p><u>COUNCIL RESOLUTION: #057/18</u></p> <p>That Council resolves the following action in relation to the disposal of Lot 311 and 83 (No 44) Bayley Street, Coolgardie.</p>	In Progress

		<p>1. RESOLVES to cancel the contract for sale of No 44 Bayley Street, Coolgardie with Mr Donald Ottey.</p> <p>2. RETAIN the funds associated with the contract between Mr Ottey and the Shire of Coolgardie and instruct Goldfields Settlement to return the balance to Mr Ottey.</p> <p>3. AUTHORISE the taking of possession of Lot 311 and 83 No 44 Bayley Street Coolgardie (A1241) for non-payment of rates in accordance with the provisions of Section 6.64 of <i>the Local Government Act 1995</i></p> <p>4. RESOLVES to dispose of the land at Lot 311 and 83 No 44 Bayley Street Coolgardie for non-payment of rates in accordance with the provisions of Section 6.64 of <i>the Local Government Act 1995</i> by way of: -</p> <p>a) Issuing Form 4 notice for the payment of outstanding rates in accordance with (Sch 6.3 clause 1(2)(a) Financial Reg 74 & 75)</p> <p>b) Advertise the sale of the property by giving State-wide public notice of the sale (Form 5)</p> <p>c) Selling the land by public auction or by private treaty if having been offered for sale by public auction, it has not sold.</p>	
27 March 18	058/18	<p><u>COUNCIL RESOLUTION: #058/18</u></p> <p>That Council, AUTHORISE pursuant to Section 6.64 and Schedule 6.3 of the Local Government Act 1995, where all reasonable efforts to locate the owners of the properties listed proceed to:</p> <p>1. Take possession of the 90 properties listed in Attachment 1 & 2 and give notice in the prescribed Form to the owners of the land for non-payment of rates.</p> <p>2. Sell the land, listed in Attachment 2 (12 Properties) for rates unpaid for three or more years and recover from the proceeds of the sale the outstanding balance.</p>	In Progress
27 March 18	059/18	<p><u>COUNCIL RESOLUTION: #059/18</u></p> <p>That Council,</p> <p>1. Approves the disposal of Lot 464 110 Forrest Street Coolgardie in accordance with section 3.58 of the Local Government Act Local Public Notice (Section 3.58 (3) by providing the following details in the public notice:</p> <ul style="list-style-type: none"> • Description of the property • Details of the disposition (as contained in Section 3.58 (4) of the Act which includes • Names of all parties concerned • Price • Market valuation which is not older than 6 months • Invite submissions • Council considering submissions and resolving to proceed. 	<p>In Progress – CEO met with an interested party to purchase 110 Forrest Street.</p> <p>Advertisement to be prepared for selling property.</p>

		2. Delegate authority to the Chief Executive Officer to negotiate within 10% of the market valuation received for Lot 464, 110 Forrest Street Coolgardie	
27 March 18	060/18	<u>COUNCIL RESOLUTION: #060/18</u> That Council, 1. Authorise the Chief Executive Officer to execute the Local Partner Agreement with Indue as per Confidential Attachment 1 2. Delegate authority to the Chief Executive Officer to negotiate minor contract amendments with Indue for the delivery of the Cashless Debit Card program as the Local Partner for Coolgardie and Kambalda.	Completed

Rates Batch Transaction listing (Delegated Authority)

Nil

Technical Services

Document Number	Action Status Date	Description	Description	Name
ICS24254	09/04/2018	WRF3240 - request to tidy-up, whipper-snip & replace broken/missing fence palings @ Coolgardie Pioneer Cemetery before Saturday 14/04/18	Scheduled to be completed	ICS24254
ICS24168	05/04/2018	WRF3181 - recent rain/storms have washed away driveway & have made big ruts. Please investigate - maybe put piping down so the water can drain or fill the dirt back up? ** King Street, Coolgardie	No further action	ICS24168
ICS24188	05/04/2018	WRF3239 - Coolgardie Oval 11/04/2018 (football carnival). Request to empty bins, mow & turn off retic.	Completed	ICS24188
NCS5952	20/03/2018	Works request from Coolgardie resident. Front verge at driveway at ** Bayley St, Coolgardie has washed away - also affected neighbouring properties.	Completed	NCS5952
ICS23864	14/03/2018	Kambalda resident has phoned in a request that the barriers in the laneway near ** Grevillea Crescent Kambalda West be reinstalled as they have been knocked down.	Responded to	ICS23864

Attachments:

Nil

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council note the various activity reports and delegated authority used for March 2018.

COUNCIL RESOLUTION: #064/18

Moved: Councillor, N Karafilis

Seconded: Councillor, B Logan

That Council note the various activity reports and delegated authority used for March 2018.

CARRIED ABSOLUTE MAJORITY 5/0

11.1.2 Delegation Register Review

Location:	Nil
Applicant:	Nil
File Reference:	NAM6006
Disclosure of Interest:	Nil
Date:	20 April 2018
Author:	Chief Executive Officer, James Trail

Summary:

For the Council to review the Delegations of the Shire of Coolgardie.

Background:

Councils Delegations register has been reviewed and seen some minor modifications. The last review of delegations was undertaken in May 2017.

Comment:

Current review by the Shire of Coolgardie Executive team indicates minor changes to the current incarnation of the Shire of Coolgardie delegations document.

Legal advice was sought on delegations due to shared services between the City and the Shire. Consequently, the following delegations have been amended:

- 3.4.1 Cat Act
- 3.5.1 – 3.5.6 Building Act
- 3.1.1 – 3.1.3 Bushfires Act
- 3.6.1 Dog Act

Attachments:

12. Shire of Coolgardie Delegations Register 2018 2019 [11.1.2.1]
13. Amended Delegations [11.1.2.2]

Consultation:

Shire Management Team

Statutory Environment:

The Local Government Act 1995, Section 4.46 indicates -

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Policy Implications:

N/A

Financial Implications:

N/A

Strategic Implications:

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council ADOPTS Delegations Register 2018/2019 as attached.

COUNCIL RESOLUTION: #065/18

Moved: Councillor, N Karafilis

Seconded: Councillor, B Logan

That Council ADOPTS Delegations Register 2018/2019 as attached.

CARRIED ABSOLUTE MAJORITY 5/0



Shire of Coolgardie Delegation Register 2018/2019

Shire of Coolgardie
PO Box 138
Kambalda WA 6442

Shire of Coolgardie Delegations Register

This document is the Delegations Register for the Shire of Coolgardie. This Register is a requirement of Section 5.46(1) of the Local Government Act 1995 which charges the Chief Executive Officer with the responsibility of keeping the Register. It sets down the functions that have been specifically delegated by either Council or the Chief Executive Officer and the conditions apply to the exercise of the delegation.

Section 5.42 of the Local Government Act 1995 contains the power of the Council to delegate certain functions. There are limits on the things Council can delegate. In the main these are powers and duties requiring an absolute majority or special majority vote of the Council, however there are also some other specific cases. The limits on the power of the Council to delegate to the Chief Executive Officer are found in Section 5.43 of the Local Government Act 1995.

In turn, the Chief Executive Officer may delegate down through the organisation some of the functions delegate by the Council so that these are performed by specialist staff. The Chief Executive Officer may also delegate other specific Chief Executive Officer duties (as imposed by the Local Government Act 1995) to specialist staff (eg: preparation of electoral roll).

Shire of Coolgardie

Standard Conditions

Relating to Delegations Register

Any person proposing to exercise a power under delegation authority shall comply with the following standard conditions of delegation:

Conditions relating to delegation –

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However, it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislation, Council Policies, and the Chief Executive Officer's Management Policies/Procedures.
3. Adequate record is to be kept of the exercise of the delegation. Documents relating to the actual decisions made under delegation shall, as a minimum, record the following:
 - a. Date and decision was exercised;
 - b. Name of the Officer/Committee exercising the decision;
 - c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegations Register;
 - d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the Shire).
4. Wherever possible the requirements of 3 above are to be incorporated into administrative documents such as memos, file notes, cheque vouchers, etc however the following pro forma (see next page) may be used for this purpose.

Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'. The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers, is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the Council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the Council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the Council was satisfied about the cost parameters.

There are several advantages in using 'acting through' rather than delegation which include:

- it will better suit particular operational processes;
- it may decrease bureaucratic arrangements;
- it will reduce additional recording; and
- it will reduce reporting requirements placed on employees who are given delegated authority.

Shire of Coolgardie

Record of Exercise of Power of Delegation

Delegation # _____ Function Delegated: _____

Date decision exercised: _____

Officer / Committee Exercising Power of Delegation: _____

Description of how delegation was exercised:

Person, or Classes or persons (other than Councillors / Employees) directly affected by the exercise of the Power:

Any directions to staff to carry out duties associated with decisions, or further action required:

Signature (Officer / Committee Presiding Member)

Date

Shire of Coolgardie

Delegations from Council

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Delegations of the Local Government Act 1995 to CEO

1 LOCAL GOVERNMENT ACT 1995

1.1 COUNCIL TO CHIEF EXECUTIVE OFFICER

	1.1.1 Appoint Authorised Persons
Delegation	
Legislative Power	Local Government Act 1995 (Section 5.42) s3.24 Authorising persons under this subdivision (subdivision 2 – certain provisions about land) s9.10 Appointment of authorised persons
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions of the *Local Government Act 1995*.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance Authorised Persons*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

	1.1.2 Disposing of Confiscated or Impounded Goods and Recovery of Expenses
Delegation	
Legislative Power	Local Government Act 1995 (Section 5.42) s3.47 Disposing of confiscated or uncollected goods – subclauses (1), (2), (2a) s3.47A Disposal of sick or injured animals – subclause (1) s3.48 Recovery of impounding expenses
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Sell or otherwise dispose of any of the following under s3.47:
 - a) Impounded goods which were involved in a contravention which can lead to impounding under s3.39.
 - b) a vehicle which has not been collected under s3.40(3) or s3.40A (4); and
 - c) Goods ordered to be confiscated under s3.43.

(N.B. Goods impounded or removed under s3.39, 3.40 or 3.40A may be withheld until the costs of doing so have been paid [s3.46]).

2. Humanely destroy an impounded animal and dispose of the carcass where the animal is too ill or injured to be practicably treated [s3.47A (1)].
3. Recover expenses of goods impounded under s3.39 where the alleged offender is convicted [s3.48].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer

Conditions on Sub delegation:

1. The sections of the Act being delegated have varying notice requirements and time periods which must be complied with when using this delegation.
2. The goods must be sold or disposed of in accordance with s3.58 of the Act and Delegation 1.2.5 'Acquisition and Disposal of Property' [s3.47(3)].

RECORDING REQUIRMENTS

Details to be recorded in the *Impound Dogs, Vehicles, Stock and Sign Register* in under:

- Subject Tab: *Delegated Authority Record of Use of Power*

Details are also to be recorded in Property and Rating, under the Impound Register Tab.

Copy of prescribed notices to be retained:

- Subject Tab: *Vehicles - Pound*
- Subject Tab: *Dogs - Pound*
- Subject Tab: *Issuance of notices - Building control.... (if applicable)*
- Property Tab: *Relevant property address*

Delegation Number	1.1.3 Road Closure Temporary
Legislative Power	Local Government Act 1995 (Section 5.42) s3.50 Closing certain thoroughfares to vehicles s3.502A Partial closure of thoroughfares for repairs or maintenance s3.51 Affected owners to be notified of certain proposals
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

1. Close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of less than 4-weeks, after giving local public notice of the intention to do so [s3.50(1)].
2. To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4-weeks, after giving local public notice of the intention to do so and allowing submissions to be made and considered in accordance with s3.50(4) and (5) [s3.50(1a)].
3. To partially and temporarily close a thoroughfare for repairs or maintenance without giving local public notice if it is unlikely to have an adverse impact on users of the thoroughfare [s3.50A]

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer & Works Supervisor

RECORDING REQUIREMENTS

Staff using this delegation must register the following documents:

- 'Delegate Record' as evidence of their decision
- Copy of the local public notice (except for s3.50A road closures)
- Letters to owners and occupiers
- Submissions received.

Register the documents to the following subjects:

- Subject Tab: *Engineering Operations / Road Reserve Maintenance or Road Reserve - Design and Construction - Final Documentation and Reports (as applicable)*
- Subject Tab: *Governance / Delegated Authority Record of Use of Power*

	1.1.4 Expression of Interest and Tenders for Providing Goods and Services
Delegation Number	
Legislative Power	<p>Local Government Act 1995 (Section 5.42)</p> <p>s3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996</i></p> <p>Reg. 11 Tenders to be invited for certain contracts</p> <p>Reg.13 Procedure when local government invites tenders though not required to do so</p> <p>Reg.14 (2a), (4)(a) and (5) Requirements for publicly inviting tenders</p> <p>Reg.20 Variation of requirements before entry into contract</p> <p>Reg.21 Limitation may be placed on who can tender</p>
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to Determine:

1. When to call tenders or not to call tenders [s3.57(1), F&G Reg.11]
2. The circumstances to invite tenders, though not required to do so [F&G Reg.13]
3. Selection criteria for the acceptance of tenders [F&G Reg.14(2a)]
4. The information to be disclosed to those interested in submitting a tender [F&G Reg.14(4)(a)]
5. Minor variations before entering into a contract [F&G Reg.20]
6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [F&G Reg.21]
7. Unless otherwise specified, the Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed an amount specified in the Local Government Act 1995 and Administration & Reg Act Section 5.42 provided that appropriate provision is made in Council's Budget.

Council's Conditions on delegation:

Determination to call a tender must only occur where the procurement or disposal is included in Council's Annual Budget.

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the Chief Executive Officer is delegated authority to perform the following:

Publicly invite tenders and set criteria for the supply of goods and services expected to be worth more than value specified in Local Government (Functions and General) Regulations 1996 *Regulations Section 11*.

Minor variations before entering into a contract are limited to a maximum value of aggregated variations which remain under 10% of the total contract value and remain within the relevant adopted Budget allocation.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIRMENTS

Decision to Call Tender Checklist' retained

- Subject Tab: *Corporate Business / Tenders*
- Project Tab: link to *relevant tender*
- *Documents to be obtained in the tender register.*

Delegation Number	1.1.5 Disposal of Property
Legislative Power	Local Government Act 1995 (Section 3.58 and (3) Disposal of Property
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to sell, lease or otherwise dispose of property, in accordance with s3.58.

Council's Conditions on Delegation:

Disposal Limits

This delegation may be used to dispose of property valued between \$0.00 and \$20,000, except for land which may be disposed of using this delegation if it is valued at \$150,000 excluding GST or less.

Where a public auction or direct negotiation is the method used to dispose of land, the price may be varied by 10% of the reserve price or the value of the land if necessary.

RECORDING REQUIRMENTS

Evidence decision:

- Subject Tab: *Governance / Delegated Authority Record of Use of Power*
- Subject Tab: *Land Administration / Sales Agreement* or relevant subject link
- Property Tab: link to relevant *property*
- Customer Tab: link to relevant *customer/s*

Copy of the public notice is to be placed under the subject tab *Advertising Public Notices and Promotional Material*.

Delegation Number	1.1.6 Municipal Fund and Trust Fund Procedures and Payments
Legislative Power	Local Government Act 1995 s6.7 and s6.9 (4) Local Government (Financial Management) Regulations 1996 Reg. 12 (1)(a) Payments from municipal fund or trust fund
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Determine to transfer to the Municipal Fund money held in the Trust Fund for 10 years [s6.9(4)]
2. Make payment from the Municipal Fund or the Trust Fund [FM Reg.12(1)(a)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub delegation:

Payment authorisation requires a combination of two signatories one of which must include the CEO, or Deputy Chief Executive Officer, Human Resources Advisor, Finance Coordinator and Administration Coordinator are limited to ONLY counter sign payment authorities, when the other signatory is the CEO, or Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Payment transaction and delegated authority records are retained in Synergy through 'Payment Reports'. Monthly cheque and EFT payment listing recorded in Council Minutes and registered to Subject Tab: *Financial Management / Financial Reporting*

Delegation Number	1.1.7 Debts – Waiver, Concessions or write off
Legislative Power	Local Government Act 1995 s6.12 (1)(b) and (c) and (3) Power of defer, grant discounts waiver or write off debts.
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to

1. Waive or grant concessions in relation to sundry debts owed to the Shire.
2. Write off money owed to the Shire.
3. Determine the conditions to be applied to waive, grant a concession or write off money owed to the Shire.

Council's Conditions on Delegation:

A Limit to individual sundry debts that do not exceed \$500, with the exception of rate debts. Rate debts are limited to amounts of up to \$50.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Records of decisions to be registered to:

- Subject Tab: *Governance – Delegated Authority Record of Use of*
- *Power*
- Subject Tab: *Financial Management / Fees and Charges*
- Subject Tab: link to relevant matter
- Subject Tab: *Fines Enforcement*
- Customer Tab: link to relevant customer/s
- Property Tab: link to relevant property

Delegation Number	1.1.8 Certain Things to be done in Respect of Land
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to authorise any person to exercise on behalf of the Local Government the powers given to a Local Government by Subdivision 2 (Certain Provisions about Land) of the Act. Refer Section 3.24).

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Senior Ranger / Compliance Officer.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Authorisation to be in writing and details to be included in the officer's personnel file.

Delegation Number	1.1.9 Contract Variations
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to approve minor variations of not more than 5% of the contracted value or \$10,000 whichever is the greater to contracts entered into by Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council or Budget variation approved by Council.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Tenders / Contracts Register.

Delegation Number	1.1.10 Crossovers
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

- 1) Determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant, the Chief Executive Officer in exercising this delegation shall take into account any policy of Council relating to crossovers that may, from time to time, be put in place.
- 2) Give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land, if the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulation 1996, Regulation 12 to 16 inclusive.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Works Supervisor

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Application for crossover
- Notices in writing with copies filed on appropriate property files.

Delegation Number	1.1.11 Demolition Licenses
Legislative Power	Building Act 2011
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to approve the issue of a demolition license (Section 374A) to take down a building or part of a building and such license may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIREMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Building Demolition Licence.

Delegation Number	1.1.12 Disposal of Surplus Equipment, Materials, Tools etc.
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to sell, by calling for expressions of interest, auction, or any other fair means, items of surplus equipment, materials, tools, etc, which are no longer required or are no longer serviceable. This delegation applies only to item with an estimated, written down value of less than \$5,000.

Local Government Act 1995 Section 5.43(d) reads as follows:

A Local Government cannot delegate to the Chief Executive Officer power to;
Acquire or dispose of any property valued at an amount exceeding an amount determined by the Local Government for the purpose of their paragraph.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Preparation of list of item/s for disposal, advertising and recording of purchaser details and disposal price.

Delegation Number	1.1.13 Donations
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	

The Chief Executive Officer is delegated authority to approve requests for donation of monies up to the value of \$500.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Running record of donations maintained by the Chief Executive Officers Executive Assistant and included quarterly on the Status Report.

Delegation Number	1.1.14 Events on Roads
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Details of event, application for road closure and approval for road closure to be in writing and filed on the subject road file.

Delegation Number	1.1.15 Firebreak Order, Variation to
Legislative Power	Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to pursuant to the provisions of Council's Firebreak Order, the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer and Fire Control Officers are delegated authority to approve or refuse applications to provide firebreaks/fire access tracks in alternative position and to approve or refuse applications to provide alternative fire protection measures on the land.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Senior Ranger / Compliance Officer and Bush Fire Control Officer.

RECORDING REQUIRMENTS

- Permits Register

Delegation Number	1.1.16 Impounding Goods
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to:

- 1) Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
- 2) Sell confiscated or uncollected goods in accordance with Section 3.47.
- 3) Take action to recover expenses in accordance with Section 3.48.

The Chief Executive Officer may determine the method of disposal as:

- a) Disposal of items to the refuse tip – where items are of an estimated scrap value nil;
- b) Disposal by way of sale – auction, tender, or private treaty – where items have an estimated dollar value.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Copies of notices, etc, to be included in the appropriate file.

Delegation Number	1.1.17 Investment of Surplus Funds
Legislative Power	Local Government Act 1995 (Section 5.42) Financial Management Regulations 1996
Delegate	Chief Executive Officer
Policy Reference	013

The Chief Executive Officer is delegated authority to invest any monies held in the Municipal Fund is not, for the time being, required by the Local Government for any other purpose. In exercising this delegated authority, the Chief Executive Officer shall observe Section 6.14 and of the Act.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Investments Register.

Delegation Number	1.1.18 Itinerant Food Vendors
Legislative Power	Local Government Act 1995 (Section 5.42) Health Act 1911
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to issue and renew Itinerant Food Vendors licenses subject to compliance of all vehicles and equipment to be used by the applicant with all relevant requirements of the Health Act 1911. Council will establish an annual licence fee when it prepares its annual budget and the Chief Executive Officer is to apply that fee and a pro-rata fee for any licences issued for a period less than 12 month.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Itinerant Food Vendors License application form and licence.

Delegation Number	1.1.19 Power of Entry
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.26 to 3.36 inclusive of the Local Government Act 1995.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Work Supervisor and Senior Ranger / Compliance Officer

RECORDING REQUIREMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Where the giving of notice of entry is applicable, and the issue of a warrant is applicable, copies of such notices to be included on the property file.
- Where entry is determined to be an emergency, a report is to be prepared at the conclusion of the exercise and submitted to the Chief Executive Officer.

Delegation Number	1.1.20 Purchasing
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	

The Chief Executive Officer is delegated authority to ensure all guidelines stated in the purchasing policy are adhered to by all members of staff who have been delegated the authority by the Chief Executive Officer.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to:

- | | |
|--|----------|
| • Deputy Chief Executive Officer | \$50,000 |
| • Works and Services Supervisor | \$20,000 |
| • Manager Recreation & Community Development | \$10,000 |
| • Works and Services Leading Hand | \$10,000 |
| • Mechanic | \$10,000 |
| • Coordinator Waste Services | \$10,000 |
| • Coordinator Administration Services | \$5,000 |
| • Manager Administration Services | \$10,000 |
| • Executive Assistant to CEO | \$5,000 |
| • Visitor Services Officer | \$2,000 |
| • Swimming Pool Coordinator | \$1,000 |
| • Senior Ranger / Compliance Officer | \$500 |

Such delegation applies to each officer for his/her area of responsibility.

RECORDING REQUIREMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Purchase Order Module

Delegation Number	1.1.21 Trees - Removal
Legislative Power	Local Government Act 1995 (Section 5.42)
Delegate	Chief Executive Officer
Policy Reference	NA

The Chief Executive Officer is delegated authority to authorise the removal of any tree on any town site street or road reserve where the street or road is under the care, control and maintenance of the Council. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased and structurally dangerous or is creating a traffic hazard by restricting the vision of motorists. This delegation to remove trees may also be exercised when removal of the tree/s is needed due to pending roadworks however in these instances the Chief Executive Officer need not obtain technical advice regarding the condition of the tree/s.

The Chief Executive Officer, prior to exercising this delegation shall consult with interest groups active in or associated with the area.

RECORDING REQUIRMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Details of reasons for removal, condition of tree/s and method of removal to be recorded on appropriate files.

2 TOWN PLANNING SCHEME NO.5

2.1 COUNCIL TO CHIEF EXECUTIVE OFFICER

Delegation Number	2.1.1 TPS – Appointment of Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Authorise relevant employees to enter any building or land for the purpose of ascertaining whether the provisions of the Town Planning Scheme are being observed.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Signed Certificates to be scanned and linked to:

- Subject Tab: *Governance / Authorised Persons*
- Subject Tab: *Governance / Delegated Authority Record of Use of*
- *Power*
- Employee Tab: *Relevant Employee name*

Details to be added to the Statutory Authorisations Register

Delegation Number	2.1.2 TPS – Development Control
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

1. Interpret and apply the provisions of the Shire of Coolgardie Planning Scheme No.5, any relevant local planning policy, study, or strategy; and
2. Issue:
 - refusals where there is no exercise of discretion involved,
 - deemed refusals,
 - approvals with relevant conditions, or
 - amendments to planning approvals in respect of applications determined under delegated authority

Council's Conditions on Delegation

1. Where a specific development proposal on the property has previously been subject to consideration and determination by Council, all subsequent applications involving any key elements of the original proposal shall be presented to Council for determination.
2. Any authority granted by this delegation is not to be exercised where an applicant specifically requests (in writing) that their application be determined by Council.
3. Determinations are limited to the following matters **only**:
 - a. Uses that are noted with a "P" in Table 3 of Town Planning Scheme No.5 that are permitted as of right. Relevant obligatory requirements of the Town Planning Scheme for items such as landscaping, car parking, setbacks, etc. Are complied with.
 - b. Uses that are shown as "I" in Table 3 of Town Planning Scheme No.5
 - i. Relevant obligatory requirements of the Town Planning Scheme have been complied with.
 - ii. Where advertising of the application is required in accordance with Part 3 of the Town Planning Scheme, or Council's Advertising of Development Applications policy, consent or no response being received from those consulted unless in the opinion of the Chief Executive Officer:
 - a. the proposal is consistent with the objectives and intent of the District Zoning Scheme and any relevant Council Policy; and
 - b. the objection can be overcome by imposing a condition(s) on any approval granted, or modifying the design of the development; or
 - c. The objection does not relate to valid planning and development considerations associated with the proposal.

C. Variation to Setback Requirements of Town Planning Scheme No. 6:

- i. Where such a variation to the setbacks would not have a detrimental impact on the streetscape.
- ii. Where no objection is received from adjoining landowners during consultation in accordance with Part 3 of Town Planning Scheme No.5.

D. Additions to a Non-Conforming Use:

The authority to approve development applications for additions to a Non-Conforming Use where no objection is received from adjoining landowners during consultation in accordance with Part 3 of Town Planning Scheme No. 5.

E. Development of Land

Relevant obligatory requirements of the Town Planning Scheme have been complied with.

F. Variations to Landscape Requirements

Variations to Town Planning Scheme No.5 requirements in accordance with the Shire's Landscape Plan Information Sheet.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation

- a) This delegation shall not apply to any development with an approximate value of greater than \$200,000.*
- b) This delegation shall not apply to any application proposing two or more storeys or more than 10 dwellings.*

RECORDING REQUIRMENTS

Record of Decisions to be recorded in Property and Rating linked to *Property, Customer and Application* tab.

Delegation Number	2.1.3 TPS – Residential Design Code
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Interpret and apply the provisions of the Residential Design Codes and issue either refusals, deemed refusals, approvals with relevant conditions or amendments to planning approvals for the following matters only:

- Residential development on land which is zoned to allow for residential development and satisfies all relevant deemed to comply provision(s) of the Residential Design Codes and table 6 of the Scheme.

Council's Conditions on Delegation

1. Where a specific development proposal on the property has previously been subject to consideration and determination by Council, all subsequent applications involving any key elements of the original proposal shall be presented to Council for determination.
2. This authority is not to be exercised where:
 - a. an applicant specifically requests that their application be determined by Council; or
 - b. written objection is received to the proposal, unless in the opinion of the Chief Executive Officer or his delegate:
 - i. the proposal is consistent with the objectives and intent of the District Zoning Scheme, Residential Design Codes and any relevant Council Policy; and
 - ii. the objection can be overcome by imposing a condition(s) on any approval granted, or modifying the design of the development; or
 - iii. The objection does not relate to valid planning and development considerations associated with the proposal.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation:

- a) *The Deputy Chief Executive Officer shall only determine applications for Single Houses, Ancillary Dwellings Patios associated with Grouped Dwelling developments and Outbuildings where compliance with Local Planning Policy – Outbuildings and Sea Containers is achieved.*
- b) *This delegation shall not apply to any application proposing one or more storeys or more than 2 dwellings.*
- c) *This delegation shall not apply to any development with an approximate value of greater than \$150,000.*

RECORDING REQUIREMENTS

- Development Control Unit Proforma Registered to and linked to relevant property.
- Record of Decisions to be recorded in Property and Rating and linked to Property, Customer, and Application tab.

Delegation Number	2.1.4 TPS – Structure Plan & Activity Centre Plan – Report to WAPC
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Following advertising of a Structure Plan or Activity Centre Plan or an amendment to a Structure Plan or Activity Centre Plan, the authority to prepare and provide a report to the Western Australian Planning Commission, pursuant to Clause 20 and 36 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council's Conditions on Delegation:

1. For an amendment to a Structure Plan or Activity Centre Plan:
 - a) Prior to this authority being exercised, a copy of the report shall be provided to all Councillors, allowing a 28-day period for written submissions.
 - b) This authority is not to be exercised where:
 - i. Written submissions are received from one-third or more of Councillors within the period referred to in condition 1(a), requesting the report to be referred to Council for consideration.
 - ii. an applicant specifically requests that the report be endorsed by Council; or
 - iii. Comment has been sought in accordance with clause 18, schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and a written objection is received to the proposal.
2. This authority is not to be exercised for new Structure Plan or Activity Centre Plan proposals.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer, and Application tab.

Delegation Number	2.1.5 TPS – Local Development Plans
Legislative Power	Local Government Act 1995 (Section 5.42) Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Delegate	Chief Executive Officer
Policy Reference	NA

Determine applications for Local Development Plans or modifications to approved Local Development Plans in accordance with Part 6 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council's Conditions on Delegation:

1. Where a Local Development Plan has previously been subject to consideration and determination by Council, with the exception of variations that the CEO considers are minor, all subsequent applications relating to that Local Development Plan shall be presented to Council for determination.
2. Assessment and determination of the Local Development Plans being in accordance with the Residential Design Codes and table 6 of the scheme.
3. This authority is not to be exercised where:
 - a) an applicant specifically requests that their application be determined by Council; or
 - b) written objection is received to the proposal, unless in the opinion of the Chief Executive Officer or his delegate:
 - i. the proposal is consistent with the objectives and intent of the District Zoning Scheme, Residential Design Codes and any relevant Council Policy;
 - ii. the objection can be overcome through modifying the Local Development Plan; and
 - iii. The objection does not relate to valid planning and development considerations associated with the proposal.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

Conditions on Sub Delegation:

For Local Development Plans approved by Council, only the CEO may determine whether or not a proposed variation is "minor".

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to *Property, Customer and application tab*.

3 OTHER LEGISLATION

3.1 BUSH FIRES ACT 1954

Delegation Number	3.1.1 Functions
Legislative Power	Bush Fires Act 1954, section 48
Delegate	Chief Executive Officer
Policy Reference	NA

All functions of the local government under the Bush Fires Act 1954.

Council's Conditions on Delegation:

Excludes powers and duties that are subject to separate delegated authority within this register.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.2 Prohibited and Restricted Burning Times
Legislative Power	Bush Fires Act 1954, Sections 17(10) and 18(5C)
Delegate	Jointly by the Shire President and Chief Bush Fire Control Officer
Policy Reference	NA

Determine to vary prohibited and restricted burning times, in accordance with s17(7) and (8) and s18(5), regarding:

- shortening, extending, suspending or reimposing a period of prohibited or restricted burning times;

NOTE:

The President and Chief Bush Fire Control Officer are limited to varying prohibited burning times in accordance with s17(7) and (8) of the Act. Decisions under this delegation to vary the prohibited burning times must be made jointly between the delegates. The Chief Executive Officer is limited to varying restricted burning times in accordance with s18(5) of the Act.

Imposing a further period of prohibited or restricted burning times.

1st October – 30th April Restricted

1st November – 31st March Prohibited

RECORDING REQUIREMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.3 Prosecutions
Legislative Power	Bush Fires Act 1954, Section 59(3)
Delegate	Chief Executive Officer
Policy Reference	NA

All functions under section 59(3) of the Bush Fires Act (including to institute and carry on proceedings against any person alleged to have committed an offence against the Act) and the functions under section 59A (in relation to the serving and withdrawal of an infringement notice);

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

3.2 FOOD ACT 2008

Delegation Number

3.2.1 Prohibition Orders

Legislative Power

Local Government Act 1995 (Section 5.42)
Food Act 2008

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the *Food Act 2008* [s65].
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s66].
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s67(4)].

RECORDING REQUIRMENTS

Prohibition Orders, Certificates of Clearance and Notices of decisions are to be registered and linked to relevant 'customer', 'property' and subject – '*Food Safety / Food Licensing*'

Delegation Number	3.2.2 Registration of Food Business
Legislative Power	Local Government Act 1995 (Section 5.42) Food Act 2008
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. Register a food business in respect of any premises for the purposes of Part 9 of the Food Act 2008 and issue a certificate of registration [s110(1)].
2. After considering an application, determine to grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008* [s112(1)].

RECORDING REQUIREMENTS

Registrations and Notices of decisions are to be registered and linked to relevant 'customer', 'property' and subject: *Food Safety / Food Registration*. Registrations are also to be recorded in the Food Premises Register maintained in Property and Rating.

Delegation Number	3.2.3 Appointment of Authorised Persons and Designated Officers
Legislative Power	Local Government Act 1995 (Section 5.42) Food Act 2008
Delegate	Chief Executive Officer
Policy Reference	NA

Appoint a person to be an authorised person for the purposes of the *Food Act 2008* [s122(1)].
Appoint a person to be a Designated Officer for the purposes of the *Food Act 2008*. [126(13)].

RECORDING REQUIREMENTS

Certificates of Authorisation are to be scanned and retained and linked to the relevant 'employee' and subject link: 'Governance / Authorised Persons'. Each Certificate of Authorisation

3.3 PLANNING AND DEVELOPMENT ACT 2005

Delegation Number	3.3.1 Unauthorised or Non –complying Development – Directions and Offences
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

1. Issue written direction to stop unauthorised development [P&D s214(2)] & s218].
2. Issue written direction to require the unauthorised development to be brought into compliance by removing, pulling down, taking up or altering the unauthorised development and by restoring the land to how it was prior to the development [P&D s214(3)].
3. Execute work to have unauthorised development brought into compliance [P&D s214(5)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: 'Governance – Delegated Authority Record of Use of Power'.

Delegation Number	3.3.2 Unauthorised or non-complying Development – Infringement Notices
Legislative Power	Planning and Development Act 2005 Planning and Development Regulations 2009
Delegate	Chief Executive Officer
Policy Reference	NA

1. Issue Infringement Notices to for unauthorised or non-complying development [P&D Act s218, s227, s228, s229,]
2. Issue Infringement Notice in accordance with the prescribed forms [Schedule 1 Form 1 – P&D Regs 2009] and modified penalties to require the non-complying development be brought into compliance by removing, pulling down, taking up or altering the noncomplying development [P&D s227, P&D Reg 2009 s42 & s43].
3. Issue an extension of time to pay the modified penalty [P&D Act s230]

Under section 234 of the Planning and Development Act 2005, the Chief Executive Officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228,229,230 or 231 or for the purpose of 2 or more of those sections.

Under the Planning and Development Act 2005 the authorised officer for issuing an infringement notices under section 228 is not eligible to be a designated person for the purpose of any of the other sections.

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: 'Governance – Delegated Authority Record of Use of Power'.

Delegation Number	3.3.3 Withdrawal Infringement Notices
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005 Planning and Development Regulations 2009
Delegate	Chief Executive Officer
Policy Reference	NA

Withdrawal of Infringement Notices [P&D Act, s229, s231] may be issued on prescribed Form 2 [Schedule 1 Form 2 – P&D Regs 2009], where the Shire is satisfied that the: -

- a. Development has been brought into compliance with the scheme or planning approval issued by the Shire
 - b. Unauthorised or non-complying use/development has ceased, been removed, pulled down, taking up, altered and/or the land restored to prior to development.
2. Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded [P&D Act s231]

Under section 234 of the Planning and Development Act 2005, the Chief Executive Officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for 2 or more of those sections.

Under the Planning and Development Act 2005 the authorised officer for issuing an infringement notices under section 228 is not eligible to be a designated person for the purpose of any of the other sections.

RECORDING REQUIREMENTS

Record of Decisions to be recorded in Property and Rating and linked to Property, Customer and subject tab: 'Governance – Delegated Authority Record of Use of Power'.

3.4 CAT ACT 2011

Delegation Number	3.4.1 Appoint Authorised Person
Legislative Power	Cat Act 2011 Section 44
Delegate	Chief Executive Officer
Policy Reference	NA

To appoint a person as an authorised person for the purpose of fulfilling prescribed functions of the Cat Act 2011.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Senior Ranger / Compliance Officer.

Conditions on Sub Delegation:

Rangers are appointed as authorised persons under the Act, restricted to:

- Registration of cats (s5&9)
- Seizing cats (s27)
- Disposing of seized cats (s28)
- Destruction of cats (s49)

RECORDING REQUIREMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.5 BUILDING ACT 2011

Delegation Number	3.5.1 Grant of Building Permit
Legislative Power	Building Act 2011 Section 127
Delegate	Chief Executive Officer
Policy Reference	NA

1. Grant Building Permits [s20(1)]
2. Refuse Building Permits [s20(2)]

RECORDING REQUIRMENTS

Building Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.2 Grant of Demolition Permit
Legislative Power	Building Act 2011 Section 127
Delegate	Chief Executive Officer
Policy Reference	NA

1. Grant a Demolition Permit [s21(1)]
2. Refuse Demolition Permit [s21(2)]

RECORDING REQUIRMENTS

Demolition Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.3 Grant of Occupancy Permit, Building Approval Certificate
Legislative Power	Building Act 2011 Section 127
Delegate	Chief Executive Officer
Policy Reference	NA

1. To grant or modify an occupancy permit or a building approval certificate [section 58(1)]
 2. Refuse to grant or modify an occupancy permit or building approval certificate [section 58(2) and 58(3)]
-

RECORDING REQUIRMENTS

Occupancy Permit/Building Approval Certificate and associated documents scanned to - Property - Subject
- Applicant - Application number.

Delegation Number	3.5.4 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
Legislative Power	Building Act 2011 Section 127
Delegate	Chief Executive Officer
Policy Reference	NA

To grant an extension to the period in which the occupancy permit or modification or the building approval certificate has effect [s65 (4)]

RECORDING REQUIRMENTS

Confirmation of Extension and associated documents scanned to - Property - Subject - Applicant- Application number.

Delegation Number

3.5.5 Building Orders, Legal Proceedings

Legislative Power

Building Act 2011 Section 127

Section 110(1) A Permit Authority (Local Government) may make a Building Order

Section 117(1), (2) A Permit Authority (Local Government) may revoke a Building Order or notify that it remains in effect

Delegate

Chief Executive Officer

Policy Reference

NA

1. To make a building order under Section 110 of the Building Act 2011 in respect of:

- Particular Building Works
- Particular Demolition Work
- A particular building or incidental structure.

2. To revoke a Building Order pursuant to section 117 of the Building Act 2011

The Chief Executive Officer in exercising authority under Section 127(6A) of the Building Act 2011 can delegate this function to a Shire Officer.

RECORDING REQUIRMENTS

Scanned to - Notices Register - Property - Builder - Owner - Application Number - Delegations of Authority - Building Issuance of Notices

Delegation Number	3.5.6 Appoint Authorised Persons
Legislative Power	Building Act 2011 Section 127 Section 96(3) Appointment of authorised persons
Delegate	Chief Executive Officer
Policy Reference	NA

To designate a Shire employee as an “authorised person” under section 96(3) of the Building Act 2011

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.6 DOG ACT 1976

Delegation Number	3.6.1 To Appoint Authorised Persons
Legislative Power	Dog Act 1976, Section 10AA
Delegate	Chief Executive Officer
Policy Reference	NA

To appoint 'authorised persons' for the purposes of the *Dog Act 1976* under section 29(1)

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.7 GRAFFITI VANDALISM ACT 2016

Delegation Number	3.7.1 Issue a Notice
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Graffiti Vandalism Act 2016 S18(2)</i> - Issue notice to the owner or occupier of premises requiring removal of graffiti
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

Issue a notice requiring the removal of graffiti.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

Notice to be registered to and linked to the relevant customer and property.

Delegation Number	3.7.2 Give Effect to a Notice
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Graffiti Vandalism Act 2016 S19(3) - Give effect to a notice to the owner or occupier of premises requiring removal of graffiti</i>
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

Give effect to a notice requiring the removal of graffiti where a person fails to comply with the notice.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Details of how the Shire gave effect to the notice, including photographs or graffiti removed, to be recorded and registered and linked to the relevant customer and property.

Delegation Number

3.7.3 Recover Costs

Legislative Power

Local Government Act 1995 (Section 5.42)
Graffiti Vandalism Act 2016 S19(4) - Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

Commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Application for court order to be registered and linked to the relevant customer and property.

Delegation Number	3.7.4 Remove Graffiti
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Graffiti Vandalism Act 2016 S25(1)</i> - Remove graffiti that has been applied without the consent of owner or occupier of property
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

Remove graffiti that has been applied without the consent of owner or occupier of property.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Works Supervisor

RECORDING REQUIRMENTS

Details of the graffiti removed, including photographs, to be registered and linked to the relevant customer and property.

3.8 PUBLIC HEALTH ACT 2016

Delegation Number

3.8.1 Delegation of Authorised Officers

Legislative Power

Local Government Act 1995 (Section 5.42)
Public Health Act 2016 s24 Designation of Authorised Officers
s312 Environmental Health Officers to be Authorised Officers for
certain purposes

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

Designate a person to be an authorised officer for the purposes of the *Public Health Act 2016* [s21(1)(b)(i)].

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Certificates of Authority Cards are to be scanned and retained and linked to the relevant 'employee' and subject link: 'Governance / Authorised Persons'. Each Certificate of Authority is to be recorded in the Statutory Authorisations Register.

Delegation Number	3.8.2 Public Health, Sewage and Water Act
Legislative Power	Public Health Act 1911
Delegate	Chief Executive Officer
Policy Reference	NA

Pursuant to S 5.42(b) and S9.10 of the Local Government Act 1995, delegate to the Chief Executive Officer or his delegate, Council's powers under

- a) Sections 75, 77, 78 and 93 of the Public Health Act 1911 to issue notices, orders and instructions regarding approval to discharge, require repair and maintenance of drains connected to Council's sewerage system, to prescribe acceptable requirements, standards and conditions regarding connection to and discharge into Council's sewerage system and pipes.
- b) The Water Services Act 2012 in terms of imposing standards for nature of trade waste acceptance and monitoring, require installation of fitting and conditions for approval to accept trade waste discharges, maintaining of trade and waste fittings and general day operational matters including issuing of notices to cease, approval to connect and rectify or repair activities associated with trade and domestic drainage connections to Council's sewerage system.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIREMENTS

- Section 5.46(3) – Local Government (Administration) Regulation No 19.
- Advice of appointment in writing filed officer's personnel file.

4 STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

4.1 ENVIRONMENTAL PROTECTION ACT 1986

Delegation Number	4.1.1 Noise Control - Serve Environmental Protection Notices [s65(1)]
Legislative Power	Local Government Act 1995 (Section 5.42) <i>Public Health Act 2016</i> s24 Designation of Authorised Officers s312 Environmental Health Officers to be Authorised Officers for certain purposes
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.47, 19 March 2004

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows - Powers and duties delegated –

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved -
FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Number	4.1.2 Noise Control – Noise Management Plans (Reg. 14a, 14b, 16aa, 16ba), Keeping of Log Book Requests (Reg. 15), Noise Control Notices (Reg. 16), Calibration Results Request (Reg. 23) and Approval of Non-Complying Events [Reg. 18]
Legislative Power	Local Government Act 1995 (Section 5.42) Environmental Protection Act 1986
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.232, 20 December 2013

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 "the Act", and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to-

- a. waste collection and other works-noise management plans relating to specified works under regulation 14A or 14B;
- b. bellringing or amplified calls to worship-the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- c. community activities-noise control notices in respect of community noise under regulation 16;
- d. motor sport venues-noise management plans in relation to motor sport venues under Part 2 Division 3;
- e. shooting venues-noise management plans in relation to shooting venues under Part 2 Division 4;
- f. calibration results-requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- g. sporting, cultural and entertainment events-approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation-
 - i. Sub regulation 18(13) (b) is not delegated.

Under section 59(1)(e) of the Interpretation Act 1984, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by-

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Number	4.1.3 Noise Control – Noise Management Plans [Reg. 13]
Legislative Power	Local Government Act 1995 (Section 5.42) Environmental Protection Act 1986
Delegate	Chief Executive Officer
Policy Reference	NA

Published in Government Gazette No.71, 16 May 2014

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-

- a. Chief Executive Officer under the Local Government Act 1995; and
- b. to any employee of the local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the Act

all my powers and duties in relation to noise management plans under regulation 13 of the Environmental Protection (Noise) Regulations 1997, other than this power of delegation. Under section 59(1)(e) of the Interpretation Act 1984, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by-

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

4.2 PLANNING AND DEVELOPMENT ACT 2005

Delegation Number	4.2.1 Western Australian Planning Commission – Referral Arrangements
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No. 222 - 19 December 2008 (pages 5403 – 5404)

Planning and Development Act 2005

NOTICE OF RESOLUTION

RES 2008/01 RESOLUTION UNDER CLAUSE 32 OF THE MRS

Notice of resolution made under clause 32 of the Metropolitan Region Scheme regarding development control powers of the Western Australian Planning Commission

On 16 December 2008, pursuant to clause 32 of the Metropolitan Region Scheme (MRS), the Western Australian Planning Commission (WAPC) RESOLVED –

- a. TO REQUIRE all local governments within the Metropolitan Region Scheme area to refer applications for development of the classes and in the locations specified in clauses 1 to 4 of the schedule to the WAPC for determination;
- b. TO REQUIRE the local governments specified in clauses 5 to 11 of the schedule to refer applications for development of the classes and in the locations specified in clauses 5 to 11 of the schedule to the WAPC for determination;
- c. TO REVOKE resolutions made under clause 32 of the Metropolitan Region Scheme as detailed in notices published in the Government Gazette of 28 November 1997 (page 7026), 8 January 1999 (page 54), 8 January 1999 (page 55), 4 May 2001 (pages 2261-2262), 30 April 2004 (page 1372), 24 December 2004 (page 6191), 3 November 2006 (page 4670), 24 November 2006 (page 4821), 12 June 2007 (page 2743), 4 September 2007 (page 4532) and 18 July 2008 (page 3340);
- d. TO DECLARE that the resolution takes effect when notice of the resolution is published in the Government Gazette.

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

SCHEDULE 1 REFERRAL ARRANGEMENTS FOR LOCAL GOVERNMENTS IN THE AREA COVERED BY THE MRS

1. Development of State or Regional Significance

All applications made under clause 28 of the MRS for approval to commence and carry out development that the WAPC, by notice in writing in each case, advises the local government are of State or regional importance or in the public interest.

2. Development in the Rural Zone

The following classes of applications made under clause 28 of the MRS for approval to commence and carry out development on land in the rural zone in the MRS-

- a. extractive industry—all applications; and
- b. Any other use which in the opinion of the local government or the WAPC may not be consistent with the Rural zone.

3. Poultry Farms

Applications made under clause 28 of the MRS for approval to commence and carry out development of new poultry farms or any extension or addition in excess of 100 square meters to the improvements of an existing poultry farm in the Rural, Urban or Urban Deferred zones in the MRS.

4. Development of Metropolitan Centres

Applications under clause 28 of the MRS for approval to commence and carry out development relating to a building or extensions to a building used for shopping or metropolitan centre purposes, in the case of-

- i. strategic regional centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 80,000 m2 net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or

Statutory Delegations to Local Government from External Agencies

- ii. Regional centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 50,000 m2 net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- iii. district centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 15,000 m2 net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- iv. neighbourhood and local centre developments, where approval of the proposal would result in the shopping floorspace of the centre exceeding 4500 m2 net lettable area or unless the proposal accords with the shopping floorspace specified in any structure plan, centre plan or Local Planning Strategy endorsed by the Commission or in a town planning scheme; or
- v. traditional “main street” centre developments in a strategic regional centre, regional centre or district centre (in respect to the floorspace specified in (i) to (iii) above) where approval of a proposal would result in the additional shopping floorspace of the centre exceeding 1000 m2, or where the additional net total of shopping floorspace from such developments in any one centre would exceed 2500 m2 in one calendar year, above the Shopping Floorspace Guide in Appendix 1 of Statement of Planning Policy No. 9 or any centre plan or Local Planning Strategy endorsed by the Commission; or
- vi. proposed office and community uses, and retail types contrary to the requirements of Appendix 1 of Statement of Planning Policy No. 9 or proposed office and community uses, and retail types which the responsible local government considers appropriate for centres in a higher level in the hierarchy.

For the purpose of this resolution-

‘centre plan’ means a plan showing coordination, integration and mix of uses of the centre;

‘district centre’ means a centre designated as such in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission;

‘hierarchy of centres’ for the purpose of this resolution, means centres ranging from strategic centres at the highest level in the hierarchy to regional centres, to district centres, and neighbourhood and local centres at the lowest level in the hierarchy;

‘Local Planning Strategy’ means a document and plan setting out a local government’s broad vision and the longer-term directions for land use and development as required under Regulation 12A of the Town Planning Regulations 1967;

‘net lettable area’ means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas-

- (a) all stairs, toilets, cleaners’ cupboards, lift shafts and motor rooms, escalators, tea rooms, and plant rooms, and other service areas;
- (b) lobbies between lifts facing other lifts serving the same floor;
- (c) areas set aside as public space or thoroughfares and not for the exclusive use of the occupiers of the floor or building; and
- (d) areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use occupiers of the floor or building;

‘neighbourhood centre’ and a **‘local centre’** mean centres described as such in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission;

“regional centre” means a centre designated as such in the Statement of Planning Policy No. 9;

“shopping floorspace” means use for any purpose defined in Appendix 4 of Statement of Planning Policy No. 9 but excludes hotels, taverns, nightclubs, and function and reception centres;

‘Statement of Planning Policy No. 9’ means the Statement of Planning Policy No. 9- Metropolitan Centres Policy Statement for the Perth Metropolitan Region published in the Special Government Gazette on 17 October 2000;

‘strategic regional centre’ means a centre designated as such in the Statement of Planning Policy No. 9;

‘traditional ‘main street’ centre’ means a centre designated as such in Appendix 2 in the Statement of Planning Policy No. 9 or any Local Planning Strategy endorsed by the Commission.

Delegation Number	4.2.2 Western Australian Planning Commission – Development Applications
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No. 190 – 18 December 2015 (pages 5093 - 5097)

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DEL 2015/02 Powers of Local Governments and Department of Transport Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 15 December 2015, pursuant to section 16 of the Act, the WAPC
RESOLVED—

- a. TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- b. TO DELEGATE to the Managing Director, Policy, Planning and Investment - Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- c. TO REVOKE its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission

PLANNING AND DEVELOPMENT ACT 2005
Instrument of Delegation
SECTION A - Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- a. where the land is subject to a resolution under Clause 32 of the MRS; or
- b. where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- c. where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- d. where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- e. In respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any applications relating to large format digital signage.

3. Large Format Digital Signage applications

Applications for development in relation to large format digital signage, on land or abutting land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B - Conditions

1. Referral requirements for development on land within or abutting a regional road Reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1,2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1,2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their

planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on -

- a. the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- b. the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

"Category 1 road" applies where regional roads -

- a. are constructed or planned to a fully controlled and grade separated freeway standard; or
- b. are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

"Category 2 road" applies where regional roads -

- a. are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- b. have direct frontage access to abutting properties due to the historic development of the road and properties.
- c.

"Category 3 road" applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding -

- a. PRR Category 1,2 and 3 - call Main Roads WA on 138 138.
- b. ORR Category 1,2 and 3 - call Department of Planning on (08) 6551 9000.

Tables 1,2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1 - Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ol style="list-style-type: none"> 1. Where a development application has one or more of the following characteristics - <ol style="list-style-type: none"> a. Development, including earthworks and drainage , which encroaches or impacts upon the road reservation; or b. Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or c. Development, which involves direct vehicle access to and/or from the regional road reservation. 	<ol style="list-style-type: none"> 1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2 – Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics -</p> <ul style="list-style-type: none"> a. Development, including earthworks and drainage , which encroaches or impacts upon the road reservation; or b. Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or c. Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or d. Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or e. Development on a lot affected by the regional road reservation where – <ul style="list-style-type: none"> • All or part of the proposed development is within the regional road reservation; and • Has a construction value greater than \$20000; or f. Development on a lot affected by the regional road reservation where - <ul style="list-style-type: none"> • None of the proposed development is within the regional road reservation; and • Has a construction value greater than \$150000 	<ul style="list-style-type: none"> 1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 3 – Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)	
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS.

Notes—

1. Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from WAPC's website: "Resolutions and instruments of delegation - WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
2. In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the commission's D C Policy - 5.1 *Regional Roads (Vehicular Access)*, the Transport Assessment Guidelines for Developments, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads. (<http://www.planning.wa.gov.au/publications/812.asp> and <https://www.mainroads.wa.gov.au/BuildingRoads/Standards/Technical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
3. Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Assessment Guidelines for Developments*. <http://www.planning.wa.gov.au/publications/1197.asp>
4. With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy - 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
5. With regard to development applications for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's *DC Policy 5.4 Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)
6. The relevant referral agency (as per clause 1, Section B) will liaise with other agencies with transport planning responsibilities for regional roads (eg. Department of Planning, Department of Transport, MRWA and Public Transport Authority) prior to responding to local government to ensure that integrated transport and land use planning outcomes are considered in assessing land use development proposals.

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government. In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- a. Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- b. Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- c. The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral requirements for applications for large format digital signage development on land on or abutting a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that abuts, or is fully or partly reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply -

- a. DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- b. The local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- c. Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- d. The delegate is not bound to follow any recommendation received.

Interpretations

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its
- Successor in title.
- "Access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or *development means the development or use of any land, including –*
 - a. *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
 - b. *the carrying out on the land of any excavation or other works;*
 - c. *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that-*
 - i. *is likely to change the character of that place or the external appearance of any building; or*
 - ii. *Would constitute an irreversible alteration of the fabric of any building".*
- "DoT" means the Department of Transport
- "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "Not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.

- Main Roads WA means Main Roads Western Australia
- “regional road” means any road designated under the region Scheme as follows—
 - a. land coloured red in the Scheme Map—Primary Regional Roads; and
 - b. land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a Transport Assessment to accompany the development application. Refer to the Commission's *Transport Assessment Guidelines for Developments (Volume 4, Table 1)*

Delegation Number	4.2.3 Western Australian Planning Commission – Section 25 of Strata Titles Act 1985
Legislative Power	Local Government Act 1995 (Section 5.42) Planning and Development Act 2005
Delegate	Chief Executive Officer
Policy Reference	NA

Government Gazette No.98 – 9 June 2009 (Pages 1936-1937)

PI409*

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DEL 2009/03 POWERS OF LOCAL GOVERNMENTS

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the Strata Titles Act 1985

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED -

- a. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the Strata Titles Act 1985 as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS,
Western Australian Planning Commission.

SCHEDULE 1

1. Applications made under section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that-

- a. propose the creation of a vacant lot;
- b. propose vacant air stratas in multi-tiered strata scheme developments;
- c. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to-
 - (i) a type of development; and/or
 - (ii) land within an area,

Which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

SECTION 2

DELEGATIONS FROM CEO TO OTHER EMPLOYEES

No	Delegation Title	Officer
1.1.1	Appoint Authorised Persons	CEO, DCEO
1.1.2	Disposing of Confiscated or Impounded Goods and Recovery of Expenses	CEO, DCEO, RS
1.1.3	Road Closure Temporary	CEO, DCEO
1.1.4	Expression of Interest and Request for Tenders	CEO, DCEO
1.1.5	Disposal of Property	NA
1.1.6	Municipal Fund and Trust Fund Procedures and Payments	CEO, DCEO
1.1.7	Debts – Waiver, Concessions or write off	CEO, DCEO
1.1.8	Certain Things to be done in Respect of Land	NA
1.1.9	Contract Variations	NA
1.1.10	Council Facilities – Hire Fees (non- Commercial)	NA
1.1.11	Crossovers	CEO, DCEO, WS
1.1.12	Demolition Licenses	CEO, DCEO
1.1.13	Disposal of Surplus Equipment, Materials, Tools etc	NA
1.1.14	Donations	NA
1.1.15	Events on Roads	NA
1.1.16	Firebreak Order, Variation to	CEO, DCEO, RANGER, BUSH FIRE CONTROL
1.1.17	Impounding Goods	NA
1.1.18	Investment of Surplus Funds	NA
1.1.19	Itinerant Food Vendors	NA
1.1.20	Power of Entry	NA
1.1.21	Purchasing	CEO, DCEO, WSS, MRCS, WSLH, MECH, CWS, MAS, CAS, EA,VSO,CDO,RS
1.1.22	Tenders	NA
1.1.23	Tenders for Providing Goods & Services	CEO, DCEO
1.1.24	Trees - Removal	NA
1.1.25	Public Health, Sewage and Water Act	CEO, DCEO
2.1.1	TPS – Appointment of Authorised Persons	CEO, DCEO
2.1.2	TPS – Development Control	CEO, DCEO
2.1.3	TPS – Residential Design Code	CEO, DCEO
2.1.4	TPS – Structure Plan & Activity Centre Plan – Report to WAPC	CEO, DCEO
2.1.5	TPS – Local Development Plans	CEO, DCEO
3.1.1	Powers and Duties	NA
3.1.2	Prohibited and Restricted Burning Times	NA
3.1.3	Prosecutions	CEO,
3.2.1	Prohibition Orders	NA
3.2.2	Registration of Food Business	NA
3.2.3	Appointment of Authorised Persons and Designated Officers	NA
3.3.1	Unauthorised Development – Directions	CEO, DCEO
3.4.1	Appoint Authorised Person	CEO, DCEO
3.5.1	Grant of Building Permit	NA

3.5.2	Grant of Demolition Permit	NA
3.5.3	Grant of Occupancy Permit, Building Approval Certificate	NA
3.5.4	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	NA
3.5.5	Building Orders, Legal Proceedings	CEO,
3.5.6	Appoint Authorised Persons	NA
3.6.1	Appoint Authorised Persons	NA
3.7.1	Issue a Notice	CEO, DCEO
3.7.2	Give Effect to a Notice	CEO, DCEO
3.7.3	Recover Costs	CEO, DCEO
3.7.4	Remove Graffiti	CEO, DCEO
3.8.1	Delegation of Authorised Officers	CEO, DCEO
4.1.1	Noise Control - Serve Environmental Protection Notices [s65(1)]	NA
4.1.2	Noise Control – Noise Management Plans (Reg. 14a, 14b, 16aa, 16ba), Keeping of Log Book Requests (Reg. 15), Noise Control Notices (Reg. 16), Calibration Results Request (Reg. 23) and Approval of Non-Complying Events [Reg. 18]	NA
4.1.3	Noise Control – Noise Management Plans [Reg. 13]	NA
4.2.1	Western Australian Planning Commission – Referral Arrangements	NA
4.2.2	Western Australian Planning Commission – Development Applications	NA
4.2.3	Western Australian Planning Commission – Section 25 of Strata Titles Act 1985	NA

APPENDIX – Deleted Delegations

Delegation Title	
Acknowledgement of Unauthorised Structures	
Acting Chief Executive Officer	
Annual Report	
Appointment of Consultants	
Budget Expenditure	
Building – Extension of Time to Complete	
Building Licence Fees – Refunds and Exemptions	
Building Licences	
Buildings, Dangerous	
Buildings, Removal of Neglected and Dilapidated	
Burning of Shire Controlled Reserves	
Burning, Prohibited and Restricted Times (Variations)	
Certificates of Classification	
Commercial Enterprises	
Conferences/Seminars/Training Courses – Expenses of Officers	
Contractors – Use on Works	
Copies of Information	
Council and Committee Meetings	
Expenditure before Adoption of Budget	
Financial Reports	
Gates Across Public Thoroughfares	
Grants and Subsidies	
Implementation of Town Planning Scheme	
Insurance	
Insurance – Public Liability Claims	
Land Resumption	
Legal Advice	
Light Vehicles and Plant Replacement	53
Notices, Issue of Section 401	
Payment of Accounts	
Petty Cash	
Property – Acquisition and Disposal	
Public Inspection of Documents relating to Council and Committee	
Rate Book	
Recreation Facility Behaviour	
Staff Attendance at Conferences, Seminars & Training Courses	
Staff Appointments	
Trust Fund	
Vandalism	
Works, Unlawful	
Council Facilities – Hire Fees (Non- Commercial)	
Council Plant – Non-Profit Organisations	
Creditors, Payment of	
Dangerous Excavation in or near Public Thoroughfare	
Defence Reservist Leave	
Disposal of Surplus Equipment, Materials, Tools etc	
Disputes, Arbitration & Industrial	
Enforcement and Legal Proceedings	

Execution of Documents
Executive Functions – Duties
Gratuity Payments, Farewell Gifts and Farewell functions for employees
Guidelines for Subdivisional Development
Health Act – [Deputy]
Liquor, Sale or Consumption – Council Property
Local Laws
Local Law – Standing Orders
Private Works
Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage
Public Thoroughfares – Public Use & Plans
Register of Delegations to Committees
Road Trains & Extra Mass Permits
Salaries
Staff Relocation Expenses
Telephones (Private) – Use by Employees for Council Business
Tenders
Tenders for Providing Goods & Services
Traffic Regulatory Signs
Vehicle Offences – Onus of Proof
Vehicles, Use of
Building Strata Titles
Planning and Development
Public Health, Sewage and Water Act
Miscellaneous Acts and Delegations
Building Delegation
Building Authorisation

3 OTHER LEGISLATION

3.1 BUSH FIRES ACT 1954

Delegation Number	3.1.1 Powers and Duties
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

All powers, duties and functions of the local government under the Bush Fires Act 1954.

Council's Conditions on Delegation:

Excludes powers and duties that are subject to separate delegated authority within this register.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.2 Prohibited and Restricted Burning Times
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

Determine to vary prohibited and restricted burning times, in accordance with s17(7) and (8) and s18(5), regarding:

- shortening, extending, suspending or reimposing a period of prohibited or restricted burning times;
or
- Imposing a further period of prohibited or restricted burning times.
1st October – 30th April Restricted
1st November – 31st March Prohibited

Council's Conditions on Delegation:

The President and Chief Bush Fire Control Officer are limited to varying prohibited burning times in accordance with s17(7) and (8) of the Act. Decisions under this delegation to vary the prohibited burning times must be made jointly between the delegates. The Chief Executive Officer is limited to varying restricted burning times in accordance with s18(5) of the Act.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

Delegation Number	3.1.3 Prosecutions
Legislative Power	Local Government Act 1995 (Section 5.42) Bush Fires Act 1954
Delegate	Chief Executive Officer
Policy Reference	NA

Issue Infringement Notices.

Consider allegations of offences against this Act, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences.

NOTE: s59A(5) and Infringements Reg.4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer, Waste Coordinator and Senior Ranger / Compliance Officer.

RECORDING REQUIRMENTS

Evidence of decisions to be retained – Subject Tab: *Governance Delegated Authority Record of Use of Power*

3.4 CAT ACT 2011

Delegation Number	3.4.1 Appoint Authorised Person
Legislative Power	Local Government Act 1995 (Section 5.42) Cat Act 2011 Section 44
Delegate	Chief Executive Officer
Policy Reference	NA

To appoint a person as an authorised person for the purpose of fulfilling prescribed functions of the Cat Act 2011.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer and Senior Ranger / Compliance Officer.

Conditions on Sub Delegation:

Rangers are appointed as authorised persons under the Act, restricted to:

- Registration of cats (s5&9)
- Seizing cats (s27)
- Disposing of seized cats (s28)
- Destruction of cats (s49)

RECORDING REQUIREMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.5 BUILDING ACT 2011

Delegation Number

3.5.1 Grant of Building Permit

Legislative Power

Local Government Act 1995 (Section 5.42)
Building Act 2011 Section 127

Delegate

Chief Executive Officer, Deputy Chief Executive Officer

Policy Reference

NA

1. Grant Building Permits [s20(1)]
2. Refuse Building Permits [s20(2)]

RECORDING REQUIRMENTS

Building Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.2 Grant of Demolition Permit
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 21
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. Grant a Demolition Permit [s21(1)]
2. Refuse Demolition Permit [s21(2)]

RECORDING REQUIRMENTS

Demolition Permit with associated documents scanned to - Property - Customer - Subject - Application Number

Delegation Number	3.5.3 Grant of Occupancy Permit, Building Approval Certificate
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 58(1) and (3)
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. To grant or modify an occupancy permit or a building approval certificate [section 58(1)]
2. Refuse to grant or modify an occupancy permit or building approval certificate [section 58(3)]

RECORDING REQUIRMENTS

Occupancy Permit/Building Approval Certificate and associated documents scanned to - Property - Subject
- Applicant - Application number.

Delegation Number	3.5.4 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 58(1) and (3)
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

To grant an extension to the period in which the occupancy permit or modification or the building approval certificate has effect [s65 (4)]



RECORDING REQUIRMENTS

Confirmation of Extension and associated documents scanned to - Property - Subject - Applicant-
Application number.

Delegation Number	3.5.5 Building Orders, Legal Proceedings
	Local Government Act 1995 (Section 5.42) Building Act 2011
Legislative Power	Section 110(1) A Permit Authority (Local Government) may make a Building Order Section 117(1),(2) A Permit Authority (Local Government) may revoke a Building Order or notify that it remains in effect
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

1. To make Building Orders pursuant to Section 110 of the Building Act 2011 in relation to:

- Building work
- Demolition Work
- An existing building or incidental structure.

2. To revoke a Building Order pursuant to section 117 of the Building Act 2011

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Deputy Chief Executive Officer.

RECORDING REQUIRMENTS

Scanned to - Notices Register - Property - Builder - Owner - Application Number - Delegations of Authority - Building Issuance of Notices

Delegation Number	3.5.6 Appoint Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) Building Act 2011 Section 96(3) Appointment of authorised persons
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

To appoint 'authorised persons' and 'registration officers' for the purposes of the *Building Act 2011*.

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

3.6 DOG ACT 1976

Delegation Number	3.6.1 Appoint Authorised Persons
Legislative Power	Local Government Act 1995 (Section 5.42) Dog Act 1976
Delegate	Chief Executive Officer, Deputy Chief Executive Officer
Policy Reference	NA

To appoint 'authorised persons' and 'registration officers' for the purposes of the *Dog Act 1976*.

RECORDING REQUIRMENTS

Signed certificate of authorisation to be scanned and linked to:

- Subject Tab: *Governance 'Authorised Persons'*
- Subject Tab: *Delegated Authority Record of Use of Power*
- Employee Tab: *Relevant Employee's Name*

Enter details into the *Statutory Authorisations Register* under subject tab: *Authorised Persons*.

11.1.3 Roadhouse Upgrades

Location:	Lot 35 Goldfields Highway, Kambalda
Applicant:	Planning Solutions
File Reference:	NAM5995
Disclosure of Interest:	Nil
Date:	06 April 2018
Author:	Consultant Town Planner, Francesca Lefante

Summary:

Council consideration is sought for upgrades to the existing BP Roadhouse on Lot 35, Goldfields Highway, Kambalda East.

Background:

In May 1972 the use of the site as a service station was included in the restrictive covenant created by Western Mining.

The Roadhouse has existed on this site for many years and is subject to various licences to operate.

On 13 December 2017 a meeting was held with the Shire of Coolgardie at which the proposed site upgrading, and Shire requirements were discussed. The key matters discussed comprised: -

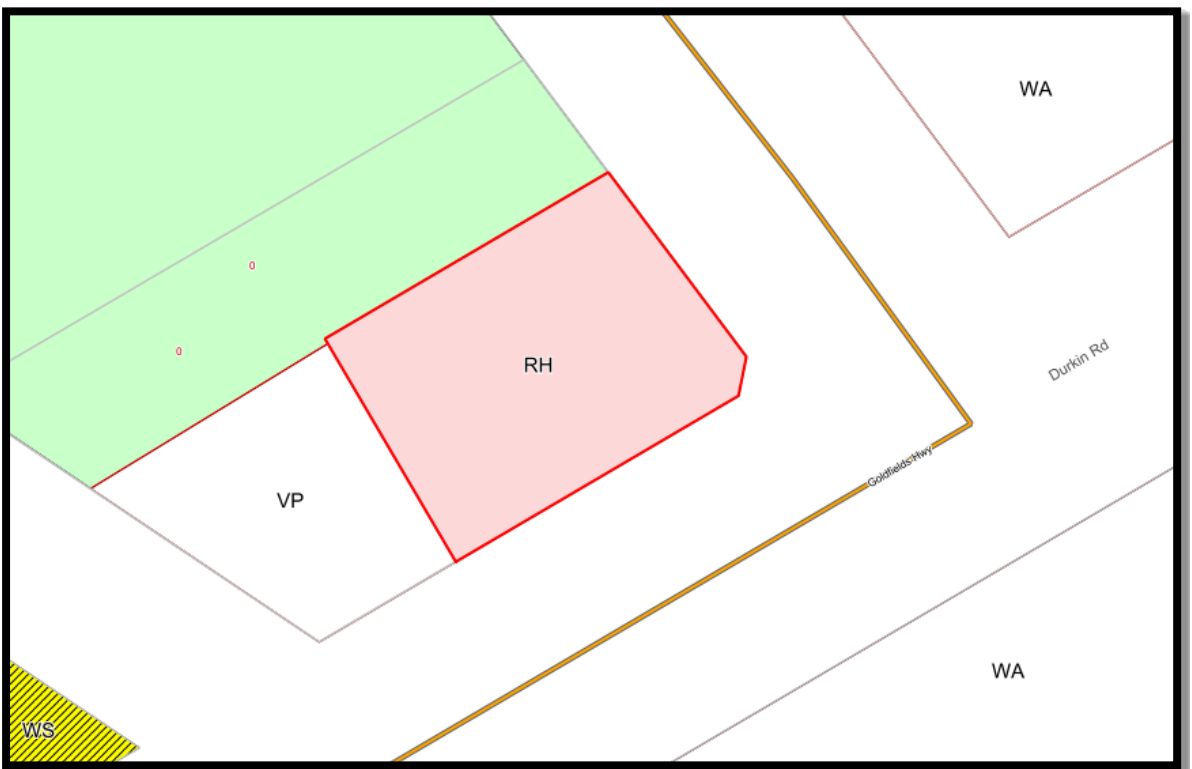
- Shire expectation that the proposed upgrades would improve the overall appearance of the site including landscaping.
- Ensure that the proposal meeting traffic and access requirements.

The subject site includes a notification relating to the transfer of water facilities under the site to the Water Corporation and a restrictive covenant on the development of the site. The restrictive covenant is a private matter between the parties.

The map below shows the aerial and zoning of the subject site.



Aerial map with shed location



Zoning Map

Comment:

The existing roadhouse comprises two fuel canopies and a retail building that provides for sale of fuel and convenience/retail items. The site also contains a caretakers dwelling located in the south-western corner.

The existing roadhouse building and adjoining single residence will be retained, with upgrades proposed to the canopy and refuelling area, as follows: -

14. A new fuel canopy for light and heavy vehicles with a clearance of 5.4 metres and a height of 6.25m.
15. Three (3) fuel bowzers are located behind the canopy with six (6) refuelling spaces (two per bowser)
16. Two underground fuel storage tanks
17. Ten (10) on site car parking bays for customers and staff, and several trailer parking bays for hire purposes.
18. Various signage on the canopy and retail building.
19. The BP Roadhouse and retail store will continue to operate 7 days a week
20. Retention of the existing vehicle access from Goldfields Highway.

Permitted Use

The subject site is a Special Use zoned for the purpose of "Roadhouse". Under the scheme a Roadhouse is defined as: -

"a premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services: -

- (10) A full range of automotive repairs services;*
- (11) Wrecking, panel beating and spray painting services;*
- (12) Transport depot facilities*
- (13) Short-term accommodation for guests*
- (14) Facilities for being a muster point in response to accidents, natural disasters and other emergencies".*

Under Local Planning Scheme No 5 the site is a special use zone for roadhouse. Consideration of the proposal has been undertaken against the development standards that apply which comprise the following.

Scheme	Required	Provided	Complies
Setbacks	At the discretion of council	6.6m-7.0m	Complies
Service and loading areas	Located behind the street setback	At the rear and side of the buildings	Complies
Parking	1.5 spaces per service bays plus 1 space per employee plus 1 space per 2m ² bar and lounge area	4 bays	Complies

Traffic and access

Goldfields Highway is classified as a primary distributor under the care and control of Main Roads, access to the site is via to two existing crossovers which will be upgraded to meet the Main Roads requirements. The proposal indicates that service station will cater for light vehicles and some rigid trucks. Plans have been provided showing site access designed to accommodate 19m and 25m trucks, Access and sweet paths for tankers and vehicles to refuel and service the sites have been modelled accordingly on the plans.

Consultation with Agencies

Main Roads have advised that they have undertaken a further review of the proposal and have provided the following comments:

6. There are culverts running close to the driveways - two running underneath the crossovers and one across the road immediately adjacent to the crossover. These details are to be included in the plans to avoid any damage and to ensure that construction will not adversely affect the drainage. (Please see the attached drawing for your reference).
7. Services in the area such as water, power, etc. should also be included on the plans to avoid damage.

As the developer will need to undertake works within the Main Roads road reserve, please include an Advice Note on any approval requiring the developer to contact Main Roads to obtain an Application for Works in the Road Reserve, and approval, prior to any works in the road reserve being undertaken.

Department Biodiversity and Conservation advised that they have no comments on the proposal.

DMRIS - Dangerous Goods have advised that the site is currently licensed as a Dangerous Good Site. The proposed upgrades to the site will require the licence holder to submit a licence amendment specifying the changes to the site in particular any changes to quantities of Dangerous Goods. Any amendment application to an existing Dangerous Goods Site licence is assessed against the relevant Australian Standards.

Internal referral

Building Comments: -

10. The Bushfire Management Plan as outlined more than meets requirements and would be considered adequate for this application.
11. Whilst the works are predominately minor (signage and cosmetic), I note that the works include a kitchen extension and new parapet walls.
12. A Certified Building Permit Application is required to be submitted to the Shire, accompanied by a Certificate of Design Compliance and referenced documentation from a registered building surveyor.

Summary

The proposed upgrading of the BP Roadhouse is consistent with the Special Use zoning, and accordingly approval of the proposal is recommended subject to relevant planning conditions.

Options

The following options are available to the council: -

- Option 1: Approve the proposal, subject to conditions
Option 2. Refuse the proposal. The reasons for refusal are to be provided

Attachments:

6. Att 1 – cover letter [11.1.3.1]
7. Att 2 – Plan [11.1.3.2]
8. Att 3 – Updated plans – vehicle movement and access [11.1.3.3]

Consultation:

Main Roads WA
Department of Biodiversity and Conservation
DMIRS – Dangerous Goods
Health and Building Officers – City of Kalgoorlie
Manager Technical Services

Statutory Environment:

Shire of Coolgardie Town Planning Scheme No 5

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Diversified and strengthened local economy

Establish and strengthen partnerships with industry
Facilitate access to diverse housing and land development opportunities
Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents
Support the development of tourism in the region

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce
Development of Shire's resources to provide optimum benefit to the community
Effective communication and engagement processes
High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, APPROVES the upgrades to the existing BP Roadhouse at Lot 35 Goldfields Highway, Kambalda East, as shown on plans dated 23 January 2018 and update plans dated 19 March 2018 subject to the following conditions:

1. All development to be carried out in accordance with the approved plans.
2. Building permit being obtained prior to the commencement of development.
3. All stormwater generated by the development must be contained and disposed of on-site to the satisfaction of the Shire of Coolgardie.
4. Detailed drainage plans to be submitted to the Shire of Coolgardie.
5. All vehicle parking, trailer parking and loading areas, line marking and hard stand areas shall be designed and in accordance with the approved plans and designed, drained, sealed and kerbed in accordance with approved plans to the satisfaction of the Shire of Coolgardie.
6. Access and egress crossovers onto Goldfields Highway to be sealed, kerbed, constructed and maintained in accordance with Main Roads requirements.
7. The wash-down area, including petrol and oil separators must be constructed, sealed and contained to the satisfaction of the Shire of Coolgardie and maintained for the duration of the development.
8. All contaminated waste and soils are to be disposed of in accordance with Environmental regulations
9. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enter the Main Roads WA and Shire of Coolgardie drainage systems.
10. All landscaping to be maintained to the satisfaction of the Shire of Coolgardie Chief Executive Officer
11. The development to be implemented in compliance with the Bushfire Management Plan.
12. Amended plans to be submitted with the building permit showing the location of the culverts as required by Main Roads close to the driveway comprising two running underneath the crossovers and one across the road immediately adjacent to the crossover. These details are to be included in the plans to avoid any damage and to ensure that construction will not adversely affect the drainage.
13. Amended plans to be submitted with the building permit showing location of services in the area such as water, power, etc. should also be included on the plans to avoid damage.
14. A separate formal application for signage approval is required to Main Roads for any signage to be placed in the road reserve.
15. The development shall be substantially commenced within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period this approval becomes invalid and expires.

COUNCIL RESOLUTION: #066/18

Moved: Councillor, K Lindup
Seconded: Councillor, S Botting

That Council, **APPROVES** the upgrades to the existing BP Roadhouse at Lot 35 Goldfields Highway, Kambalda East, as shown on plans dated 23 January 2018 and update plans dated 19 March 2018 subject to the following conditions:

1. All development to be carried out in accordance with the approved plans.
2. Building permit being obtained prior to the commencement of development.
3. All stormwater generated by the development must be contained and disposed of on-site to the satisfaction of the Shire of Coolgardie.
4. Detailed drainage plans to be submitted to the Shire of Coolgardie.
5. All vehicle parking, trailer parking and loading areas, line marking and hard stand areas shall be designed and in accordance with the approved plans and designed, drained, sealed and kerbed in accordance with approved plans to the satisfaction of the Shire of Coolgardie.
6. Access and egress crossovers onto Goldfields Highway to be sealed, kerbed, constructed and maintained in accordance with Main Roads requirements.
7. The wash-down area, including petrol and oil separators must be constructed, sealed and contained to the satisfaction of the Shire of Coolgardie and maintained for the duration of the development.
8. All contaminated waste and soils are to be disposed of in accordance with Environmental regulations
9. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enter the Main Roads WA and Shire of Coolgardie drainage systems.
10. All landscaping to be maintained to the satisfaction of the Shire of Coolgardie Chief Executive Officer, and all landscaping outside the boundary be maintained.
11. The development to be implemented in compliance with the Bushfire Management Plan.
12. Amended plans to be submitted with the building permit showing the location of the culverts as required by Main Roads close to the driveway comprising two running underneath the crossovers and one across the road immediately adjacent to the crossover. These details are to be included in the plans to avoid any damage and to ensure that construction will not adversely affect the drainage.
13. Amended plans to be submitted with the building permit showing location of services in the area such was water, power, etc. should also be included on the plans to avoid damage.
14. A separate formal application for signage approval is required to Main Roads for any signage to be place in the road reserve.
15. The development shall be substantially commenced within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period this approval becomes invalid and expires.

CARRIED ABSOLUTE MAJORITY 5/0

PS ref: 5497

5 February 2018

Chief Executive Officer
Shire of Coolgardie
PO Box 138
Kambalda, WA 6442

Attention: Planning Services

Dear Sir,

**LOT 35 GOLDFIELDS HIGHWAY, KAMBALDA EAST
APPLICATION FOR DEVELOPMENT APPROVAL
PROPOSED UPDGRADES TO EXISTING ROADHOUSE**

Planning Solutions acts on behalf of BP Australia and Switch Project Management in support of an Application for Development Approval for the proposed upgrades to the existing Roadhouse at Lot 35 Goldfields Highway, Kambalda East (**subject site**).

In support of this application, we are pleased to enclose the following documents:

1. A copy of the Certificate of Title, Deposited Plan and encumbrances applicable to the subject site.
2. Three copies of the development plans depicting the proposed development.
3. A USB drive containing an electronic copy of the development application, including plans.

In relation to the development application fee, we request the Shire provide an invoice addressed to Switch Project Management, care of BP Australia and send it to admin@planningsolutions.com.au. We will then arrange payment accordingly.

This submission will discuss various matters pertinent to the proposal, including:

- Background
- Site details.
- Proposal.
- Town planning considerations.

SHIRE OF COOLGARDIE
RECORD No
OFFICER
7 FEB 2018
FILE No
ACTION DATE

1 BACKGROUND

Separate meetings with the Shire of Coolgardie (Shire) and Main Roads WA were held on 13 December 2017 to discuss the proposed upgrades to the existing BP Roadhouse, existing approval and vehicle access.

The Shire confirmed their 'in-principle' support for the proposed upgrades and that the development application would improve the current appearance of the roadhouse on the subject site. It was highlighted that the unique special use zoning for purposes of a roadhouse would allow the Shire discretion and flexibility to approve various modifications and upgrades to the site.

It was agreed in the meeting with the Shire and Main Roads WA that no Transport Impact Statement or Assessment is required for the proposed upgrades.

2 SITE DETAILS

2.1 Legal description

Table 1 provides a description of the land subject to this development application.

Table 1 – Lot details

Lot	Deposited Plan	Volume	Folio	Area (m ²)
35	174406	1732	893	4,046

Refer **Appendix 1** for a copy of the Certificate of Title and Deposited Plan.

Notification

A Notification (J338267) relating to the transfer of water facilities and infrastructure is registered on the Certificate of Title. The notification outlines the transfer of water facilities and infrastructure under the *Kambalda Water and Wastewater Facilities (Transfer to Water Corporation) Act 2004* to the Water Corporation. The notification includes pipes, water works and other infrastructure which may be on, in, over or under the land shown on Deposited Plan(s) 44293 (East Kambalda) and 44294 (West Kambalda).

Refer to **Appendix 2** for a copy of the notification (J338267) listed on the Certificate of Title.

Restrictive Covenant

A Restrictive Covenant (A523552) is listed upon the Certificate of Title, providing development limitations between Western Mining Corporation (now Alumina Limited) and the landowner. The Restrictive Covenant identifies restrictions to the landowner including:

- The construction of any buildings or structures other than a brick service station with cross-overs, paving traffic barriers and incidental facilities.
- Any tree or shrub of a height of three or more feet above the ground is not to be removed.
- Nothing is to become a nuisance or inconvenience to the transferor.
- No excavations except to enable the carrying out or construction of any works desired to carry out or construct in the subject site or dispose of any soils from the site.

Refer to **Appendix 3** for a copy of the restrictive covenant (A523552) listed on the Certificate of Title.

2.2 Regional context

The subject site is located within Kambalda East, in the Goldfields-Esperance Region of Western Australia, approximately 550km east of the Perth. The subject site is located approximately 50 kilometres south of Kalgoorlie. The subject site fronts Goldfields Highway, a key north – south regional road providing linkages to Kambalda, Kalgoorlie and the wider Goldfields Region.

The subject site is located within the municipality of the Shire of Coolgardie (**Shire**).

2.3 Local context, land use and topography

The subject site is located approximately 2.5 kilometres north east of the Kambalda West Town Centre, and approximately 1 kilometre north west of the Kambalda East Town Centre.

The subject site has frontage and is bound by Goldfields Highway to the north east and south east. The subject site is located on the north western corner of the intersecting of Goldfields Highway and Durkin Road, which provides access to the wider Kambalda East locality. Goldfields Highway is classified as a 'State Highway' under the MRWA roads hierarchy and within RAV 7 Network, capable of accommodating vehicles up to 36.5 metres in length.

The subject site is located adjacent to rural land to its northern and western boundaries, comprising scattered natural vegetation. To the north and south of the subject site is workers accommodation. Further to the east, the subject site is near residential properties within Kambalda East, accessible from Gordon Adams Road.

The subject site currently contains a BP roadhouse. The roadhouse comprises two fuel canopies and a retail building that provides for the day to day sale of fuel and convenience products to the surrounding locality. The existing retail building is located within the western corner of the subject site, orientated towards the intersection of Goldfields Highway to the east.

The subject site also contains a caretakers dwelling located within the south western corner of the subject site, fronting Goldfields Highway.

The subject site and surrounding topography is generally flat.

Refer **Photographs 1 – 6** which detail the subject site and surrounds.



Photograph 1 – View of subject site from south western crossover to Goldfields Highway.



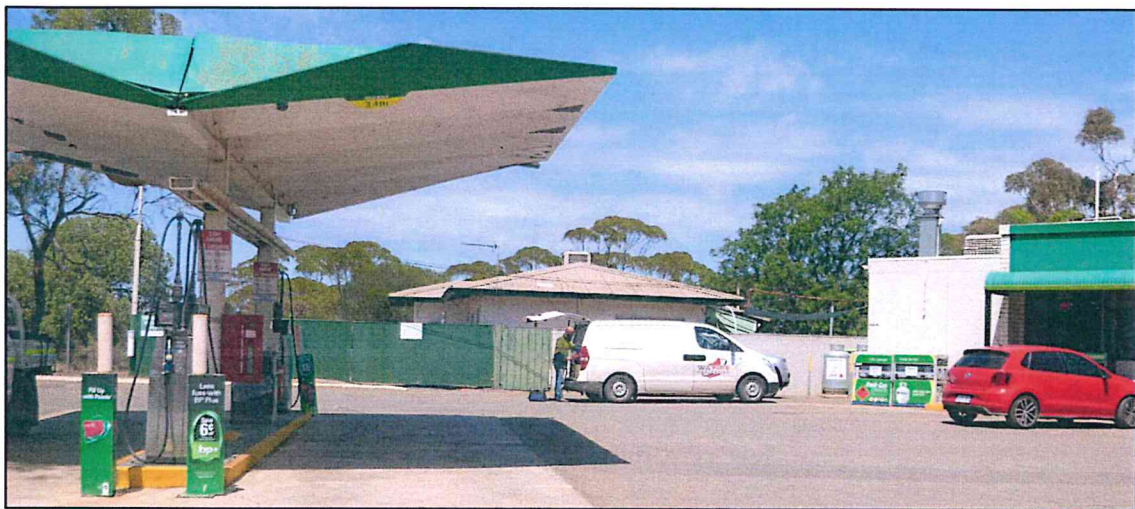
Photograph 2 – View of Goldfields Highway looking south west.



Photograph 3 – View of subject site from Goldfields Highway looking west.



Photograph 4 –North eastern fuel canopy and above ground fuel tank as viewed from the subject site looking north.



Photograph 5 – Southern fuel canopy as viewed from the subject site looking west.



Photograph 6 – View of existing retail building on the subject site.

3 PROPOSAL

This application seeks approval to upgrade the existing BP roadhouse, which provides for the retail sale of fuel and goods of a convenience/retail nature.

The development proposes upgrades to the existing roadhouse including associated parking areas, signage and minor external upgrades to the retail building in accordance with BP's corporate branding and design, implemented on redevelopment sites across Australia.

Roadhouse and Retail Building

Specifically, the proposed upgrades comprises:

- A reduction to the size of the bin storage area at the northern side of the retail building, which is enclosed with 2.1m colourbond fencing and a swinging gate for access. A line marked loading area is provided for service vehicles.
- Relocation of existing ice box slightly north, fronting the bin storage area.
- An internal pedestrian footpath network which includes line marked crossings between the retail building and proposed car park.
- A new fuel canopy for light and heavy vehicles with a clearance of 5.4m and a height of 6.25m. Three (3) fuel bowzers are provided beneath the canopy, with six (6) refuelling spaces (two per bowser).
- Two underground fuel storage tanks, with the filling point located to the east of the fuel canopy.
- Ten (10) on-site car parking bays for customers and staff (including an air/water bay, disabled access bay and several trailer parking bays for hire purposes).
- Various signage associated with the proposed development located upon the fuel canopy and existing retail building in accordance with BP's corporate branding.

The siting and positioning of the proposed canopy and existing retail building together, provides that the movements of heavy vehicles and passenger vehicles operate in tandem and flow harmoniously between crossovers to the site.

The proposed development is orientated towards the eastern corner of the subject site with a fuel price identification sign within Goldfields Highway road reserve, adjacent to the south eastern crossover to Goldfields Highway. This arrangement ensures there is sufficient exposure for patrons travelling along Goldfields Highway to enter and exit the subject site in a safe and coordinated manner.

The fuel canopy is a visually permeable structure, supported by structural beams integrated into the bowzers (located centrally within the canopy itself). The main fuel canopy extends to the retail building which provides weather protection for patrons.

No material changes to the building elevations are proposed as part of this application.

The BP roadhouse and retail store will continue to operate 7 days a week.

Refer to **Appendix 4** for a copy of the proposed development plans.

Access and Traffic Management

Access to the subject site will be provided via two existing crossovers, which will be upgraded and formalised to ingress and egress movements to Goldfields Highway. The crossovers propose light and heavy vehicle access to the subject site.

The vehicle access configuration, as shown on the site plan, results in a harmonious flow of traffic, providing a direct link between the two crossovers. This encourages vehicles the most appropriate and efficient straight-line movement through the site between the two crossovers.

A dedicated pedestrian pathway is provided between the retail building and proposed car park to the north of the retail building. The proposal includes upgraded paving and pathway markings dedicated to safe pedestrian manoeuvrability throughout the subject site.

As mentioned in section 1 above, it was agreed upon by the Shire that a Traffic Impact Assessment would not be required as part of this application. It was agreed upon that swept path plans are prepared, demonstrating the manoeuvrability for vehicles and refuelling tanker. Please refer to the attached development plans, demonstrating the proposed development is capable of accommodating a semi-trailer refuel tanker of 19 metres in length.

Signage

The proposed development entails a fuel price identification signs comprising 6.83 metres in height, to be located within the Goldfields Highway Road Reserve. Goldfields Highway is recognised as a Regional Road controlled by Main Roads Western Australia (**MRWA**). As agreed upon via teleconference with MRWA on 13 December 2017, an application for undertaking works within a Road Reserve will be submitted to MRWA following determination of this application.

Refer **Appendix 4** for a copy of the proposed development plans.

4 TOWN PLANNING CONSIDERATIONS

4.1 State Planning Policy 3.7: Planning in Bushfire Prone Areas

State Planning Policy 3.7 - Planning in Bushfire Prone Areas (**SPP3.7**) seeks to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfires on property and infrastructure.

The subject site is situated within an area which is identified as 'bushfire prone' by the Department of Fire and Emergency Services (**DFES**). As such, the proposed development is required to address the relevant policy measures of SPP3.7 and associated documents.

The proposal is classified as a high-risk land use in accordance with the definitions outlined at Part 7 of SPP3.7. A Bushfire Attack Level (**BAL**) assessment has been undertaken and Bushfire Management Plan (**BMP**) and Bushfire Emergency Response Plan prepared in accordance with SPP3.7.

The BMP identifies and sets out appropriate mitigation/bushfire protection measures, satisfying all relevant requirements of SPP3.7.

Refer **Appendix 5** for a copy of the Bushfire Management Plan.

4.2 Development Control Policy 5.1 – Regional Roads (Vehicular Access)

The Western Australian Planning Commission (**WAPC**) Development Control Policy 5.1 – Regional Roads (Vehicular Access) (**DCP 5.1**) sets out the planning framework to control access to regional roads. Section 3.3 of DCP 5.1 stipulates the development requirements to control access to regional roads. **Table 2** below provides an assessment against the relevant requirements of Section 3.3 of DCP 5.1.

Table 2 – Assessment of DCP 5.1 requirements

DCP 5.1 Requirement	Comments
<i>3.3.1 In considering applications for access on regional roads, the effects of the proposals on traffic flow and road safety will be the primary consideration. The more important the regional road, the greater the importance attached to these factors. In general, the Commission will seek to minimise the creation of new driveways on regional roads and rationalise existing access arrangements.</i>	<p>No new crossovers are proposed as part of this development.</p> <p>The retention and upgrade of the two crossovers ensures the most functional ingress and egress for vehicles to the subject site, including access for tankers. The existing crossovers provide a direct linkage and efficient flow of traffic through the site, allowing vehicles to access and exit the site in forward gear.</p> <p>The retail building's location at the northern side of the subject site and eastern location of the proposed fuel canopy enable the crossovers from Goldfields Highway to be used in a safe and coordinated manner whilst maintaining a harmonised flow of traffic directly through the site.</p> <p>Refer to swept path plans contained within Appendix 4 – Proposed Development Plans.</p>

3.3.2

Where regional roads are constructed or planned to freeway standards, no access to frontage development is permitted.

On regional roads not constructed or planned to freeway standards, there is a general presumption on traffic and safety grounds against the creation of new driveways or increased use of existing accesses to these roads. Where alternative access is or could be made available from side or rear streets or from rights of way, no access shall be permitted to the regional road unless special circumstances apply.

3.3.5 In determining applications for development involving the formation, laying out or alteration of a means of access to regional roads, the following must be considered:

i) the effects of the development on traffic flow and safety, the character and function of the road, the volume and speed of traffic, the width of the carriageway and visibility; and

ii) the volume and type of traffic generated by the development.

The proposal seeks to upgrade the subject site's existing roadhouse land use. The site utilises the existing crossovers on-site to/from Goldfields Highway, which are proposed to be formalised and upgraded to allow improved movements for vehicles entering and exiting the site.

The BP roadhouse has operated on the subject site for decades. The proposed upgrades will improve functionality of the roadhouse to allow for vehicles to enter and exit the subject site in a safe and coordinated manner. The proposed consolidation of onsite parking and access arrangements further improved queuing capacity and its impact upon traffic entering from Goldfields Highway.

As outlined in **Table 2** above, the proposed development complies with DCP 5.1 and is entirely acceptable from a traffic/access perspective.

4.3 Shire of Coolgardie Local Planning Scheme No. 5

Zoning

The subject site is zoned Special Use - Roadhouse under the provisions of the Shire of Coolgardie Local Planning Scheme No. 5 (**LPS5**).

Table 2 – Zones and use of land of LPS5 outlines the objectives applicable to the Special Use zone. Specifically, Table 2 – Zone Objectives provides the following objectives for the zone:

- *To facilitate special categories of land uses which do not sit comfortably within any other zone.*
- *To enable the Council to impose specific conditions associated with the special use.*

The proposal simply seeks to upgrade the existing BP roadhouse in accordance with BP Australia's corporate branding and imagery. The proposal incorporates the retention and upgrades to the existing retail building and development of a new canopy. The proposal improves the access arrangement through the site and makes minor modifications to the crossovers to ensure vehicles can navigate in a safe and coordinated manner. The upgraded BP roadhouse will ensure the facility will continue to provide for the retail sale of fuel and convenience goods to the surround area and passing traffic.

The proposed upgrades are entirely consistent with the intent of the Special Use – Roadhouse and warrants approval accordingly.

Land use

The existing land use is classified as a Roadhouse. A Roadhouse is defined by Division 2 – Land use terms used in scheme of LPS5 as:

Roadhouse - means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services –

- a) a full range of automotive repair services;
- b) wrecking, panel beating and spray painting services;
- c) transport depot facilities;
- d) short-term accommodation for guests;
- e) facilities for being a muster point in response to accidents, natural disasters and other emergencies.

The proposal simply seeks to upgrade the existing BP roadhouse, which provides for the retail sale of fuel and sale goods of a convenience/retail nature. The proposed upgrades include cosmetic changes to the retail building, new canopy, parking areas, signage and new underground fuel tanks. These upgrades ensure the current roadhouse will continue to operate for many more years to come. Therefore, the proposed development will not change the existing land use on the subject site.

Special Use Zone

The subject site is located within a special use zone in accordance with LPS5. **Table 3** below sets out the relevant provisions outlined within Clause 21 (1) - Special use zones of LPS5:

Table 3 – Conditions applicable to the applicable special use zone

No.	Description of land	Special Use	Conditions
2	Lot 35 Goldfields Highway, Kambalda East	Roadhouse	Compliance with the Council's approval

The conditions outlined in Table 3 state the requirement to comply with the Council's approval. This requirement will be satisfied following the issue of a planning approval for the upgrades sought as part of this application. No other development standards or conditions apply to the subject site under the Special Use zone. Therefore, the proposed development will be assessed against the remainder of the general development requirements applicable to the proposed development under LPS5 and local planning policy framework.

General Development Standards

Table 6 – Additional requirements that apply to land in Scheme area of LPS5 outlines general development requirements. Refer to **Table 4** below, setting out an assessment against the relevant general development requirements under LPS5.

Table 4 – General development requirements

Description of Land	Provision	Comment	Compliance
All zones	Setbacks and Landscaping		
	a) <i>The site and development requirements for land in various zones are to be as set out in Schedule 2 - Minimum setbacks from boundaries.</i>	No setback or landscaping requirements apply to the Special Use zone in accordance with Schedule 2 of LPS5.	N/A
	b) <i>In addition to Schedule 2 requirements, all service and loading areas shall be located behind the primary street setback and appropriately screened.</i>	The proposed loading area is located on the northern side of the retail building. This is behind the setback line and obscure from	✓
Scheme area	Parking Requirements		
	a) <i>Unless otherwise provided by the Scheme, all non-residential development (other than a Residential Building) is required to provide on-site parking, in accordance with the requirements of Schedule 3 - Parking requirements.</i>	A parking assessment has been provided in Table 5 below.	✓
	c) <i>Parking spaces are to be serviced with all necessary access - ways, and the parking area shall be surfaced to the satisfaction of the local government.</i>	The proposal incorporates 4 car bays, 4 trailer parking bays, one universal access bay and one air and water bay. These bays will be surfaced and constructed to the satisfaction of the Shire.	✓

Having regard to Table 4, the proposed upgrades to the roadhouse are consistent with the general development requirements of the Shire's LPS5 and warrants approval accordingly.

Car Parking

Table 5 below provides an assessment of the proposed development against the applicable parking requirements in accordance with Schedule 3 – Parking Requirements of LPS5.

Table 5 – Parking assessment

Land use	Parking Requirement	Proposed	Compliance
Roadhouse	1.5 spaces per service bay plus 1 space per employee plus 1 space per 2m ² bar and lounge area.	<p>The BP does not contain any service bays or lounge areas. It is anticipated that 2 staff would be on the site at any one time.</p> <p>Four car bays, four trailer parking bays, one universal access bay and shared access zone and one air and water bay are proposed.</p>	✓

4.4 MATTERS TO BE CONSIDERED

Clause 67 – Part 2 – Schedule 2 (deemed provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)* outlines matters to be given due regard by local government when considering development applications. **Table 6** below provides an assessment against matters relevant to this development proposal.

Table 6 – Matters to be considered

Matters to be considered	Comment
a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	<p>The proposed development is consistent with the aims and provisions of the Shire's Local Planning Scheme for the following reasons:</p> <ul style="list-style-type: none"> • The proposal ensures the continued use of the land for purposes of a 'Roadhouse' and will continue to provide local employment and services. • The upgrades improve the services and access to and from the subject site.
d) any approved State planning policy;	<p>The proposed development adequately addresses State Planning Policy 3.7 – Planning in Bushfire Prone Areas.</p> <p>Refer to section 4.1 above.</p>
m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	<p>The proposed upgrades are entirely compatible with the setting of the area for the following reasons:</p> <ul style="list-style-type: none"> • The proposed development has been designed to provide an improved interface to Goldfields Highway. • The proposal simply seeks upgrades to the existing BP roadhouse and proposes no change to the longstanding approved land use. • The subject site has for prolong been used for the land use purposes of a 'Roadhouse'. <p>Having regard to the above, the nature of the proposed upgrades will not alter the historic use of the subject site and is entirely compatible with its surroundings and poses no undue impact on the Kambalda locality.</p>
n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	<p><u>Environmental Impacts</u></p> <p>The proposed development is not anticipated to result in any adverse environmental or social impacts.</p> <p><u>Character of the Locality</u></p> <p>The proposed upgrades will allow for the continuation operation of the long standing BP roadhouse on the subject site</p> <p><u>Social Impacts</u></p> <p>The proposed development will not have any adverse social impacts on the surrounding locality for the following reasons:</p> <ul style="list-style-type: none"> • The operation of the roadhouse and the use of CCTV ensures both active and passive surveillance of the subject site during all operational hours. • The proposed upgrades will continue to provide the retail sale of fuel and convenience goods to

Matters to be considered	Comment
s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	<p>motorists travelling along Goldfields Highway.</p> <p>As demonstrated in Appendix 4 – Proposed Development Plans, the proposed access to and from the site is satisfactory.</p> <p>With regard to service deliveries, a loading area is provided to the north of the existing retail building which provides adequate space for service vehicles and deliveries. The loading area allows services vehicles (including waste) to access the loading area and exit the site in forward gear.</p>
t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The proposal simply seeks approval to upgrade the existing BP Roadhouse. The proposed upgrades will not cause any adverse impact upon the locality and surrounding road network as the overall use of the land will remain unchanged.
x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal allows the provision for secure and stable work for several staff and will not cause any adverse impact upon the caretaker residing in the adjoining property.

5 CONCLUSION

This application seeks approval to upgrade an existing roadhouse, which provides for the retail sale of fuel and sale goods of a convenience nature. The proposed upgrades will improve the functionality and services provided on site, whilst improving the built form on the streetscape. It is considered the proposal should be favourably determined, recognising the proposed use is compatible with the locality and that works associated with the proposal are minor.

We trust that the information contained is sufficient for you to favourably determine the application under Council delegation.

Yours faithfully,

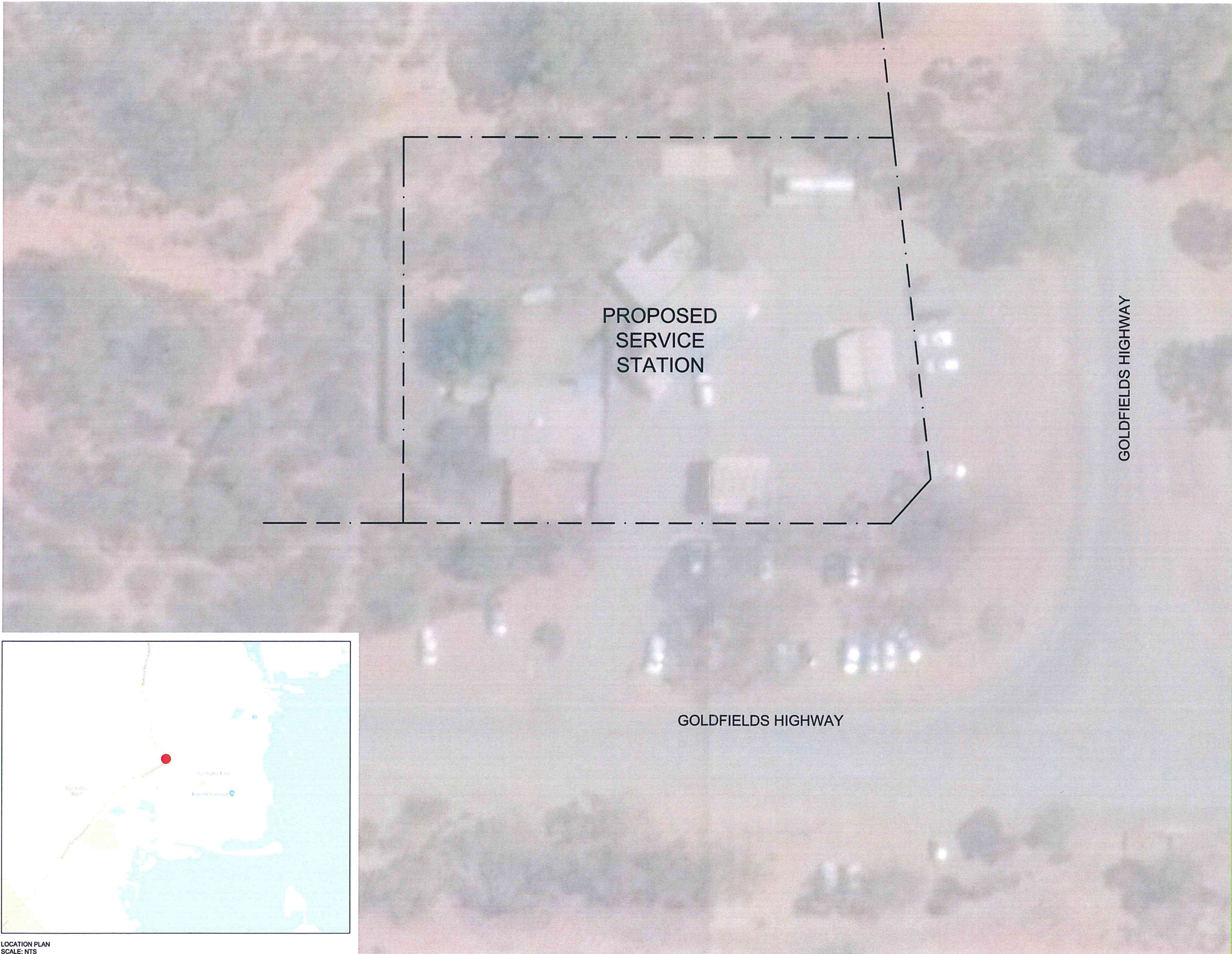
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PP JOSH WATSON
SENIOR PLANNER

180205 5497 DA Submission


APPENDIX 1
CERTIFICATE OF TITLE AND DEPOSITED PLAN



LOCATION PLAN
SCALE: NTS

Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING

FOR PLANNING

Reviewed By	Date
	1/23/2018

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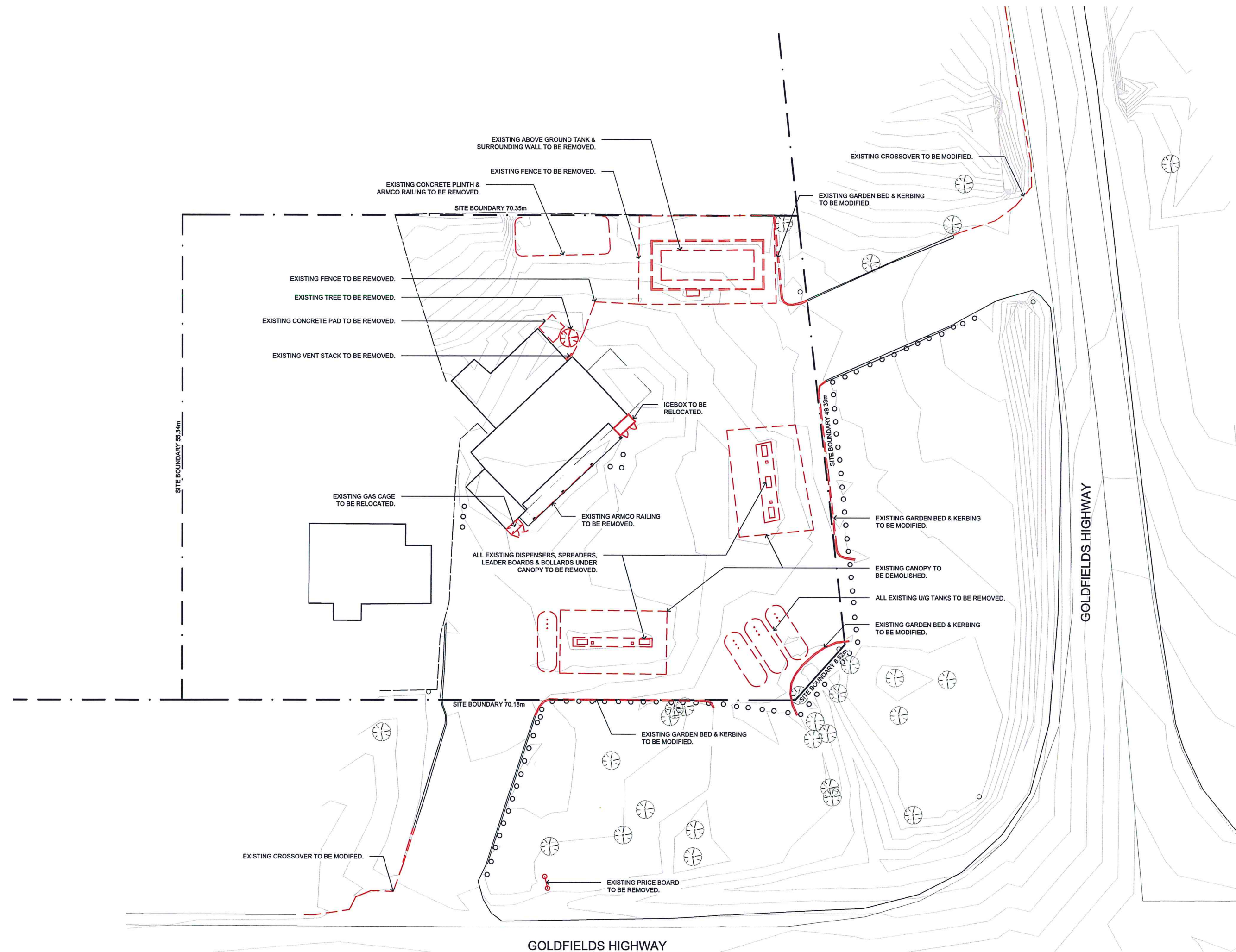
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Note
Only use figured dimensions. Do not scale. If in doubt, consult the architects. Check all dimensions on site before fabrication or set out.

PLOT: January 24, 2018 // SAVE: January 24, 2018 // L:\1405 - BP
KAMBALDA\01 DRAWINGS\1405 - TP - COO.DWG


Project
BP KAMBALDA
CNR KALLOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # :	1405	
Scale: 1:500@A3	Design : MB	Draft : MB
Discipline:	TOWN PLANNING	
Drawing Title:	LOCATION PLAN	
Drawing Number:	TP-000	
Revision:	1	

[illegible]

FOR PLANNING

○ BOLLARD

Reviewed By	Date
Designated by: 	1/23/2018

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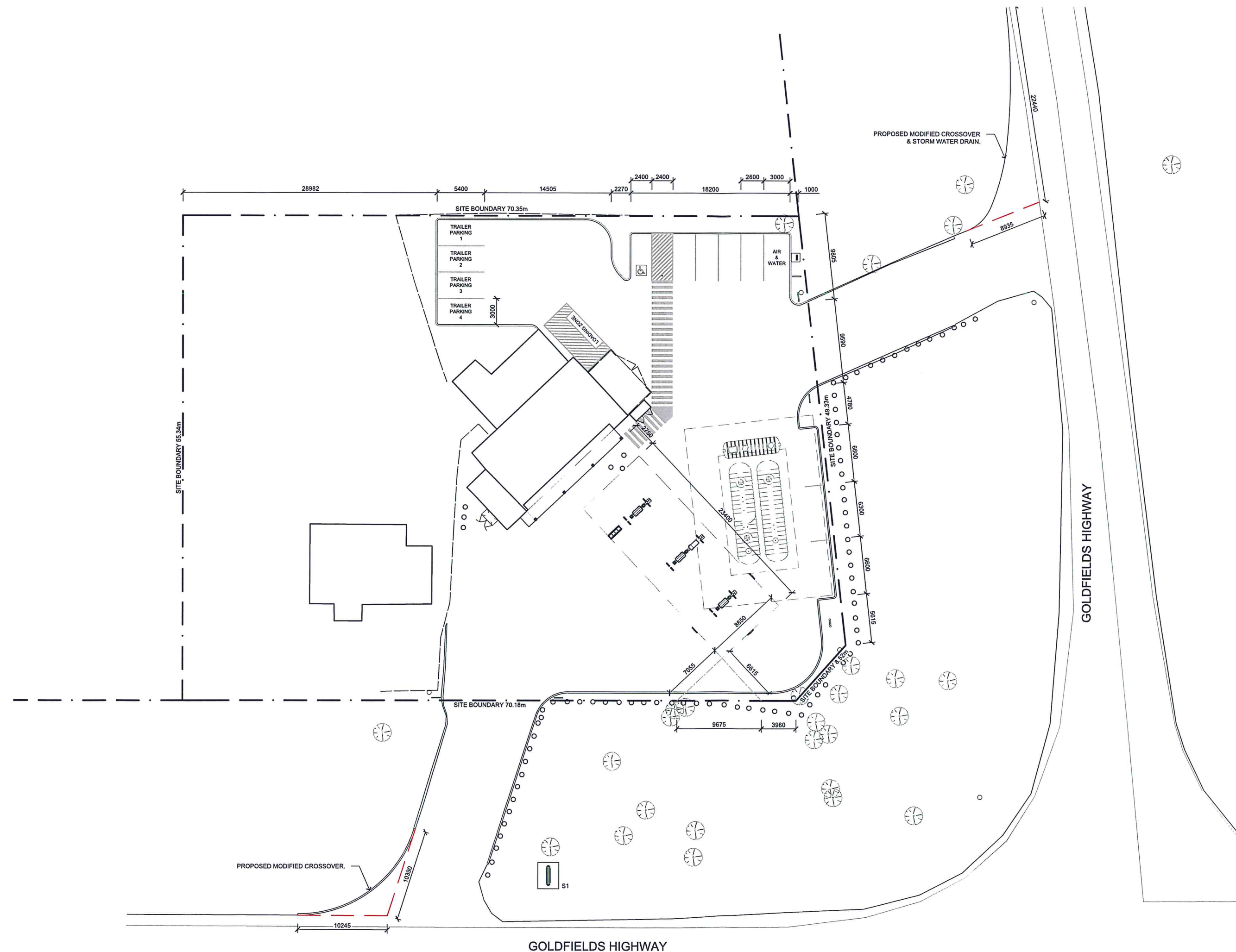
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Project
BP KAMBALDA
CNR KALLOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # :	1405		
Scale: 1:400@A3	Design : MB	Draft : MB	
Discipline:	TOWN PLANNING		
Drawing Title:	EXISTING CONDITIONS & DEMOLITION PLAN		
Drawing Number:	TP-001		
Revision:	1		

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FOR PLANNING

Reviewed By	Date
DocuSigned by: 	1/23/2018

switch


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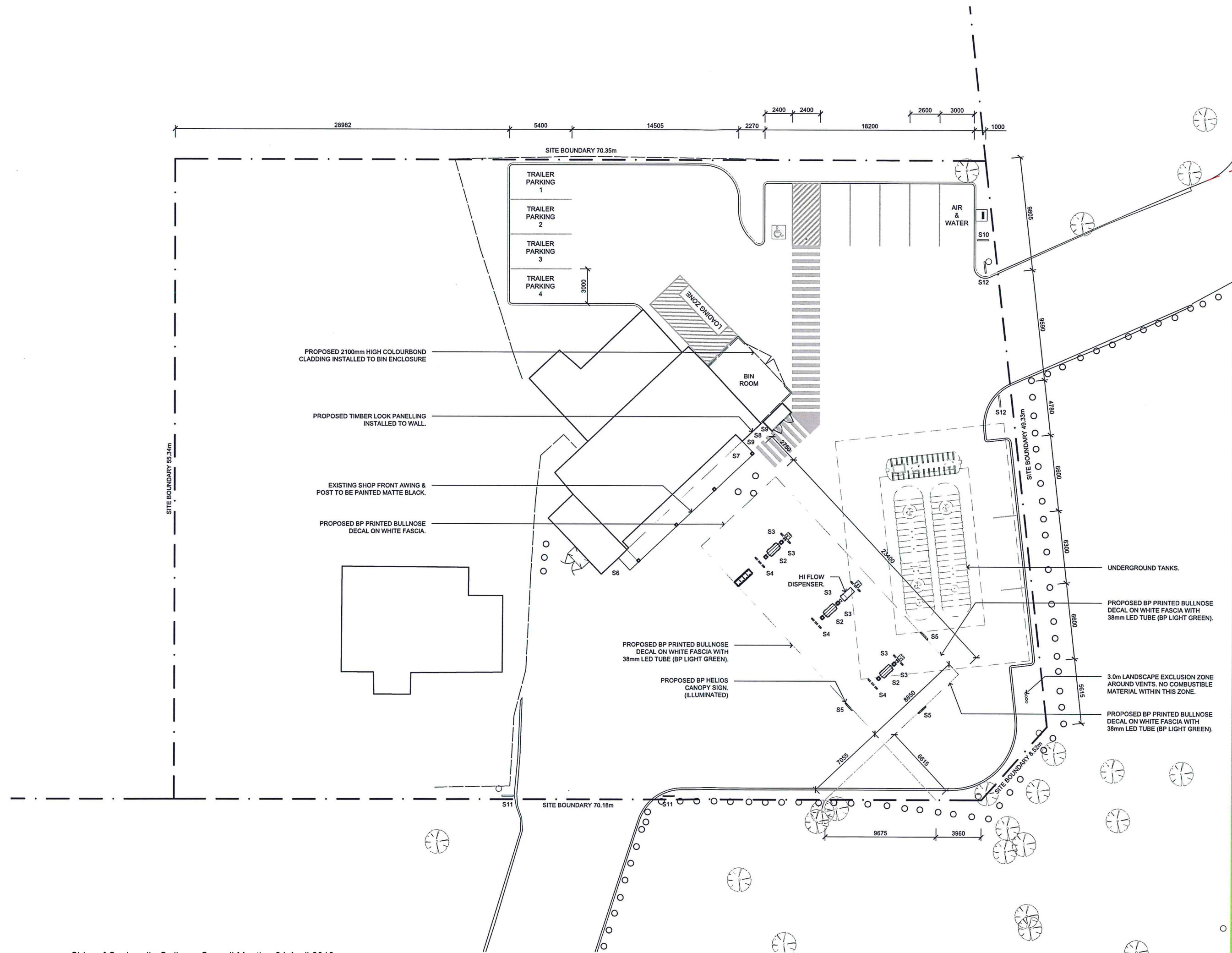
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PLOT: January 24, 2018 || SAVE: January 24, 2018 || L: \1405 - BP
KAMBALDA\01 DRAWINGS\1405-TP-C01.DWG

Project
BP KAMBALDA
CNR KALoorie & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # :	1405			
Scale: 1:400@A3	Design: MB	Draft: MB		
Discipline:	TOWN PLANNING			
Drawing Title:	PROPOSED SITE PLAN			
Drawing Number:	TP-002			
Revision:	1			

[illegible]

FOR PLANNING

Reviewed By	Date
DocuSigned by: <i>J. Lynne</i>	1/23/2018

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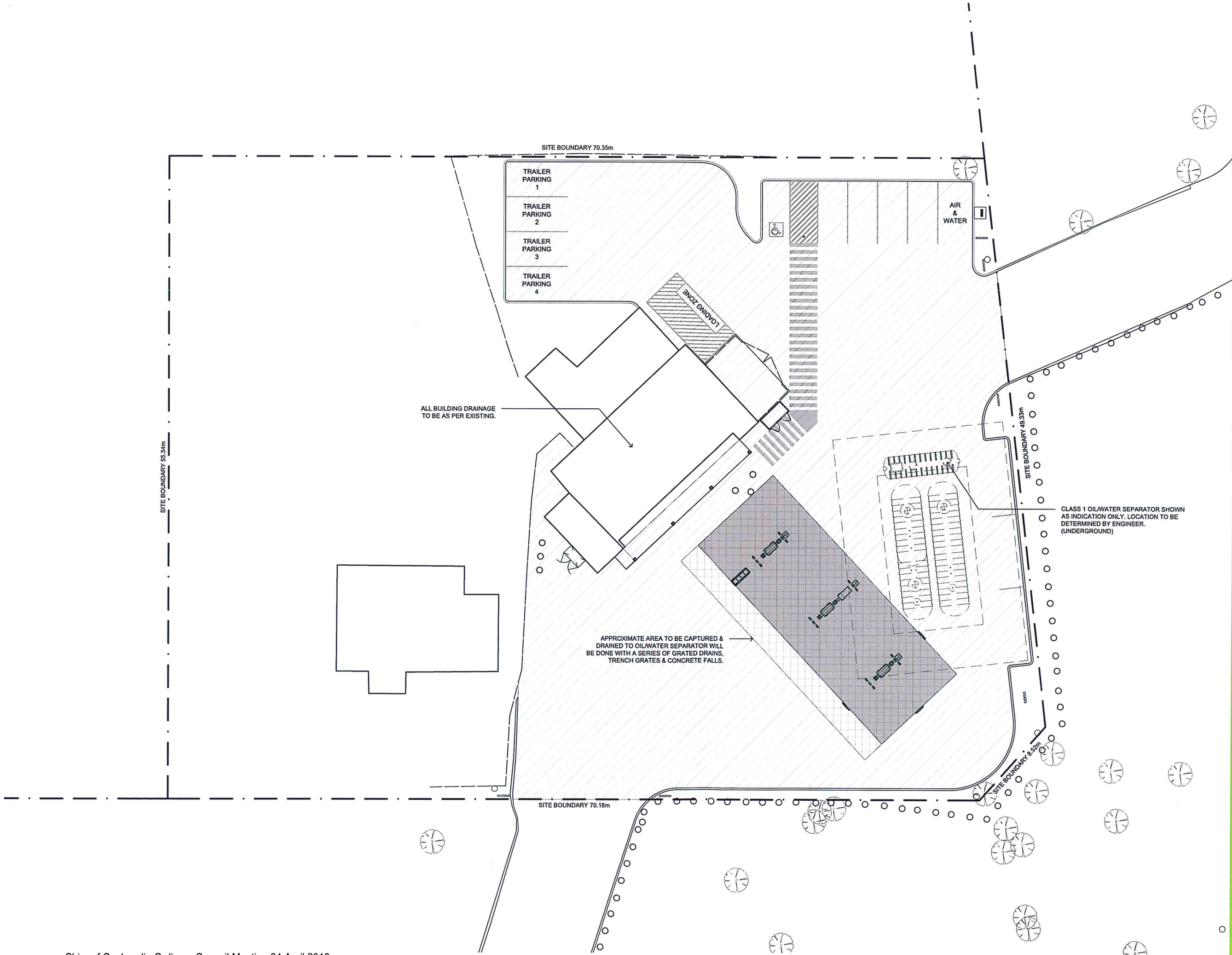
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KAMBALDA\01 DRAWINGS\1405-TP-C02.DWG

Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST, WA 6442

Project # : 1405			
Scale: 1:300@A3	Design: MB	Draft: MB	
Discipline:	TOWN PLANNING		
Drawing Title:	PROPOSED SITE PLAN (PART PLAN)		
Drawing Number:	TP-003		
Revision:	1		



Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING

FOR PLANNING

- 487m² WATER FALLING ON CANOPY OR SHOP ROOFED AREA TO BE DIRECTED TO LEGAL POINT OF DISCHARGE.
- 1675m² WATER FALLING ON CONCRETE AREA HATCHED TO BE DIRECTED TO LEGAL POINT OF DISCHARGE. (MINIMAL RISK OF CONTAMINANTS)
- 255m² WATER FALLING ON CONCRETE AREA HATCHED IS TO BE COLLECTED & TREATED BY CLASS 1 FULL RETENTION OIL / WATER SEPARATOR WITH ALARM (SPEL PURACEPTOR) BEFORE DISCHARGING TO LEGAL POINT OF DISCHARGE OR SOAKWELLS (TBD).

Reviewed By

Designed by

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Date

1/23/2018

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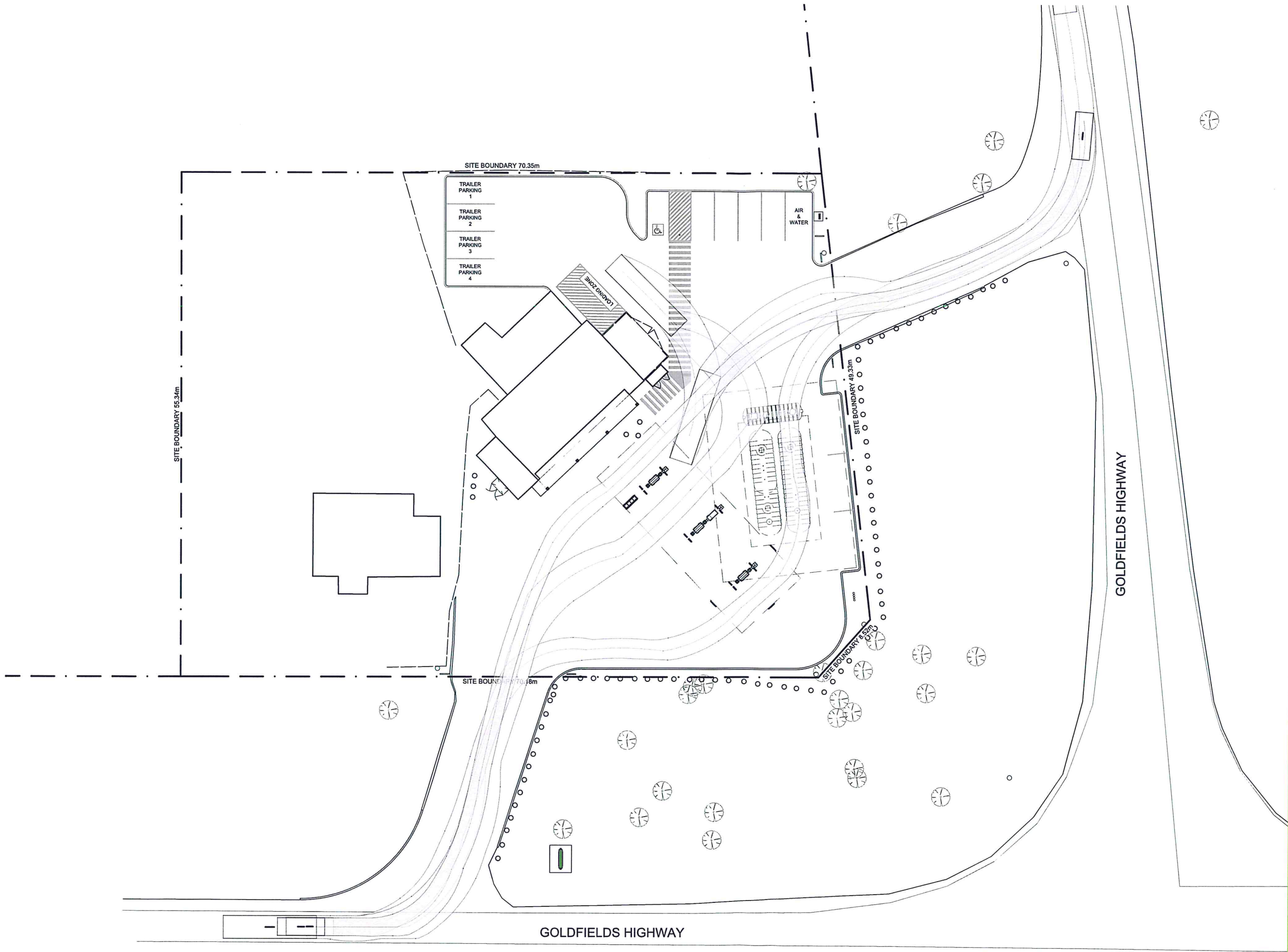
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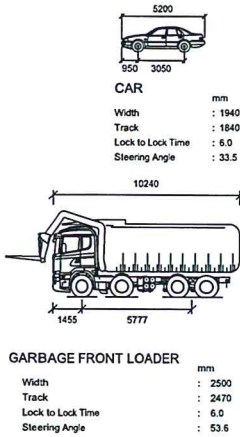
Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:	1405	
Scale: 1:300@A3	Design: MB	Draft: MB
Discipline:	TOWN PLANNING	
Drawing Title:	PROPOSED DRAINAGE PLAN	
Drawing Number:	TP-004	
Revision:	1	



Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING

FOR PLANNING



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Designed by
J. Reynolds
SACAR/CP/E/14480

Date
1/23/2018

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PLOT: January 24, 2018 11:54:05 AM SAVE: January 24, 2018 11:54:05 AM BP KAMBALDA\01 DRAWINGS\1405-TP-010.DWG

Project

BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:

1405

Scale: 1:400@A3

Design: MB

Draft: MB

Discipline:

TOWN PLANNING

Drawing Title:

PROPOSED VEHICULAR
PATH PLAN

Drawing Number:

TP-010

Revision:

1




Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING

FOR PLANNING

19M ARTICULATED

Tractor Width	: 2500	Lock to Lock Time	: 6.0
Trailer Width	: 2500	Steering Angle	: 40.0
Tractor Track	: 2500	Articulating Angle	: 70.0
Trailer Track	: 2500		

Reviewed By	Date
	1/23/2018

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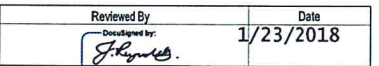
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PLOT: January 24, 2018 @ SAVE: January 24, 2018 @ L:\1405 - BP KAMBALDA\01 DRAWINGS\1405-TP-011.DWG

Project
BP KAMBALDA
CNR KALLOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:	1405	
Scale: 1:400@A3	Design: MB	Draft: MB
Discipline:	TOWN PLANNING	
Drawing Title:	19.0m SEMI TANKER PATH PLAN	
Drawing Number:	TP-011	
Revision:	1	

FOR PLANNING



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KAMBALDA\01 DRAWINGS\1405-TP-012.DWG

Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:	1405	
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Scale: 1:400@A3	Design: MB	Draft: MB
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Discipline: TOWN PLANNING

Drawing Title: **25.0m B-DOUBLE
TANKER PATH PLAN**

Drawing Number:	TP-012
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Revision: 100¹

The image contains two architectural drawings. The left drawing is a North Elevation of a building facade, showing a long, low structure with a flat roof. The roof is labeled 'BP HELIOS SIGN' and '23400'. The facade is divided into three sections by vertical supports, each labeled 'S3'. The roof is supported by three vertical posts, each labeled 'S3'. The overall height is indicated as '5400'. A circular detail 'S5' is shown on the roof. The right drawing is a side elevation of the building, showing a gabled roof and a series of vertical supports. The roof is labeled 'EXISTING SHOP AWNING TO BE PAINTED MATTE BLACK.' and 'SHOP WALLS TO BE PAINTED WHITE.' The side wall is labeled '2100mm HIGH WHITE COLORBOND FENCING.' and 'NO CHANGES TO EXISTING REAR BUILDINGS.' The drawing is labeled 'E01 NORTH ELEVATION' and 'TP-002 SCALE 1:200'.

BP HELIOS SIGN S5

PROPOSED BP PRINTED BULLNOSE DECAL ON WHITE FASCIA WITH 38mm LED TUBE (BP LIGHT GREEN). S5

38 X 25mm LEDTUBE "BP LIGHT GREEN" TO APPROACH FACE OF EACH COLUMN. S2

S6

S7

S8

S9

WILD BEAN CAFE

HIGH FLOW DISPENSER.

E02 EAST ELEVATION
TP-002 SCALE 1:200

PROPOSED PARAPET WALL TO HEIGHT OF EXISTING C-STORE. WALL TO BE PAINTED WHITE.

ALUCOBOND PANELS IN BP LIGHT GREEN.

EXISTING SHOP AWNING TO BE PAINTED MATTE BLACK.

TIMBER LOOK CLADDING INSTALLED TO EXISTING C-STORE WALL.

WALL TO BE PAINTED WHITE

2100mm HIGH WHITE COLORBOND FENCING

E03 SHOP ELEVATION
TP-002 SCALE 1:200

NO CHANGES TO EXISTING REAR BUILDINGS.

EXISTING SHOP AWNING TO BE PAINTED MATTE BLACK.

PROPOSED PARAPET WALL TO HEIGHT OF EXISTING C-STORE. WALL TO BE PAINTED WHITE.

WALLS TO BE PAINTED WHITE.

BP HELIOS SIGN

PROPOSED BP PRINTED BULLNOSE DECAL ON WHITE FASCIA WITH 38mm LED TUBE (BP LIGHT GREEN).

38 X 25mm LEDTUBE "BP LIGHT GREEN" TO APPROACH FACE OF EACH COLUMN.

E04
TP-002
SCALE 1:200
SOUTH ELEVATION

Reviewed By	Date
DocuSigned by: <i>J. Lynn</i>	1/23/2018

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PLOT: January 24, 2018 II SAVE: January 24, 2018 II L:\1405 - BP
KAMBALDA\01 DRAWINGS\1405-TP-015.DWG

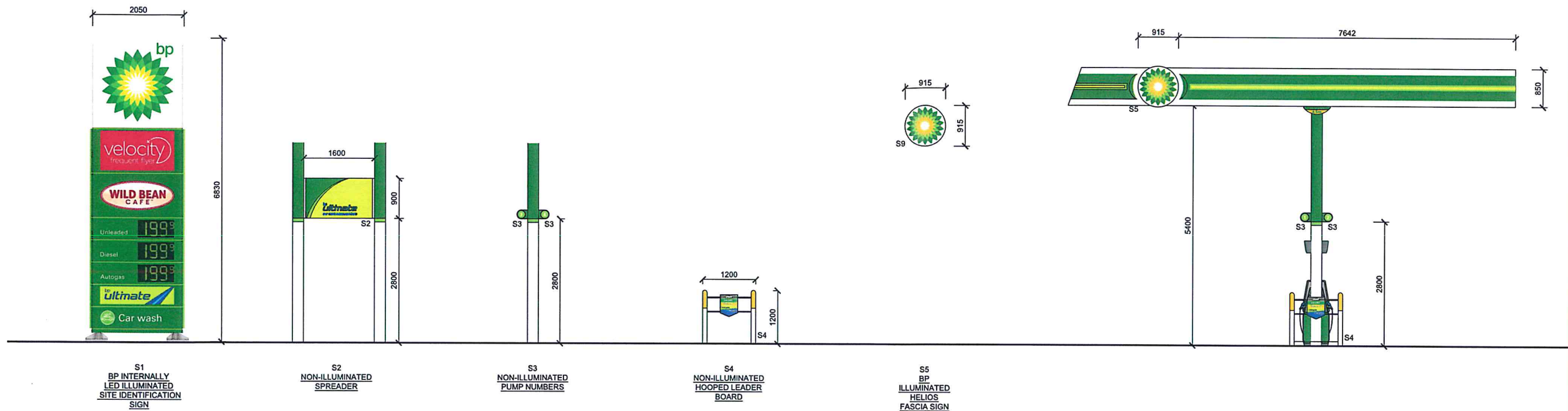
Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # :	1405	
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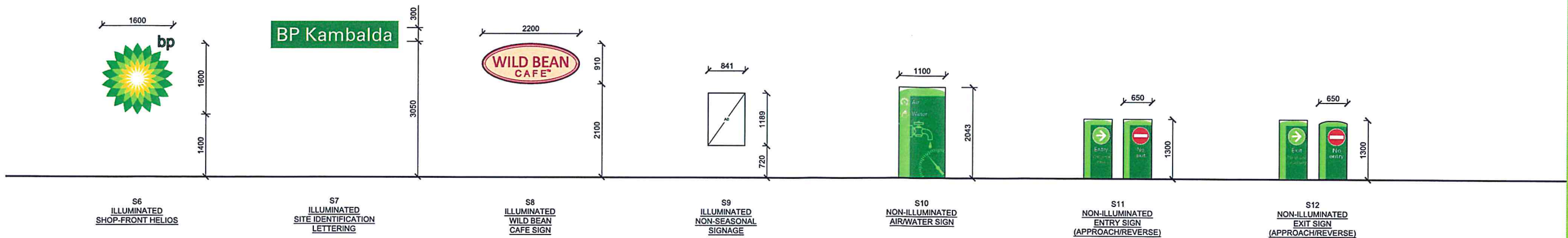
Scale: 1:200@A3	Design : MB	Draft : MB
Discipline:	TOWN PLANNING	

Drawing Title:	PROPOSED SITE ELEVATIONS
----------------	-----------------------------

Drawing Number:	TP-015
Revision:	1



SIGNAGE ELEVATIONS



Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING

FOR PLANNING

Reviewed By	Date
Designed by: <i>[Signature]</i>	1/23/2018

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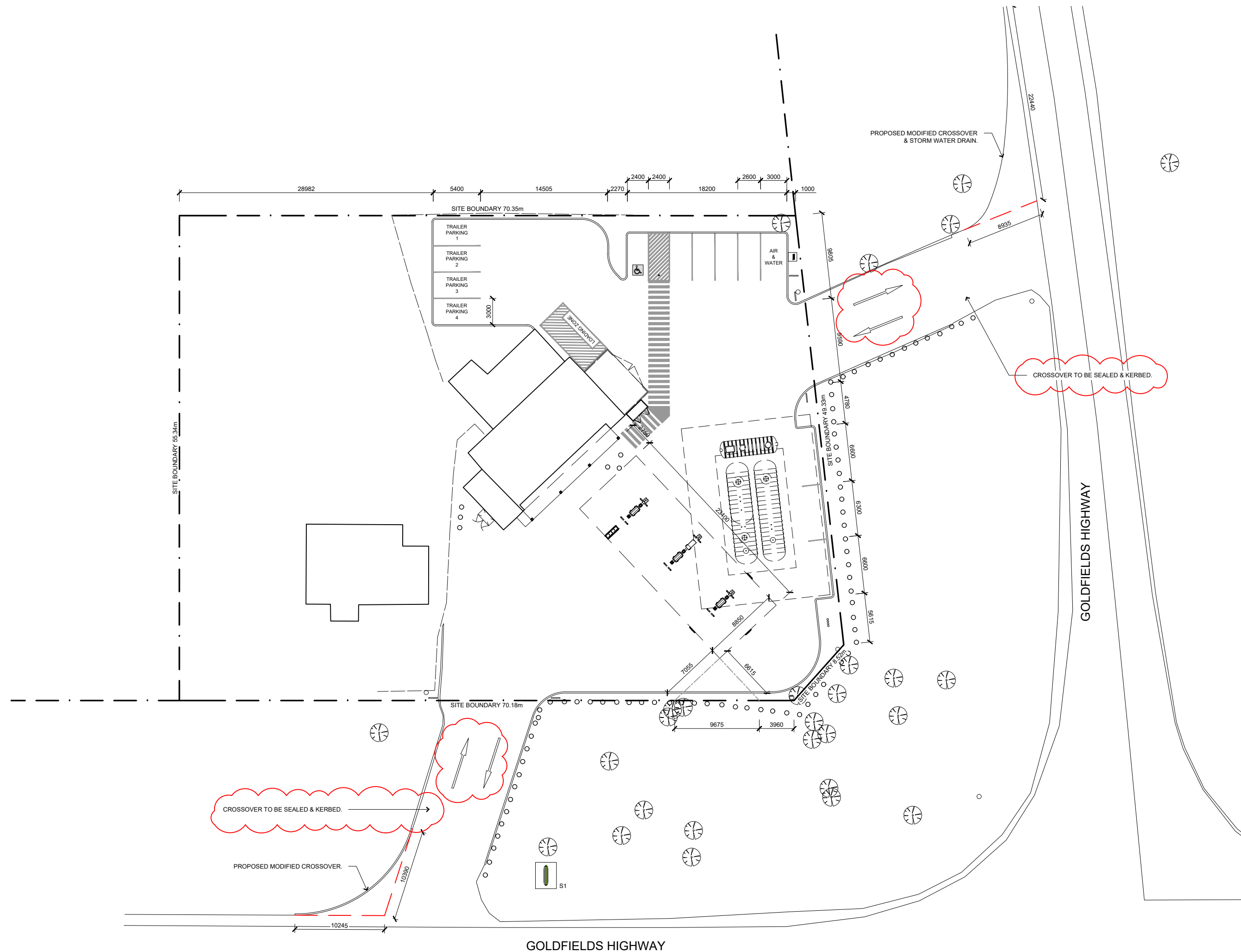
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KAMBALDA EAST. WA 6442

Project # :		1405	
Scale: 1:100@A3	Design: MB	Draft: MB	
Discipline:	TOWN PLANNING		
Drawing Title:	PROPOSED SIGNAGE ELEVATION DETAILS		
Drawing Number:	TP-016		
Revision:	1		

[illegible]

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Reviewed By	Date
DocuSigned by: <i>J. Reynolds</i>	03/19/2018



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KAMBALDA\01 DRAWINGS\1405-TP-002.DWG

Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # : 1405			
Scale: 1:400@A3	Design : MB	Draft : MB	
Discipline:	TOWN PLANNING		
Drawing Title:	PROPOSED SITE PLAN		
Drawing Number:	TP-002		
Revision:	2		



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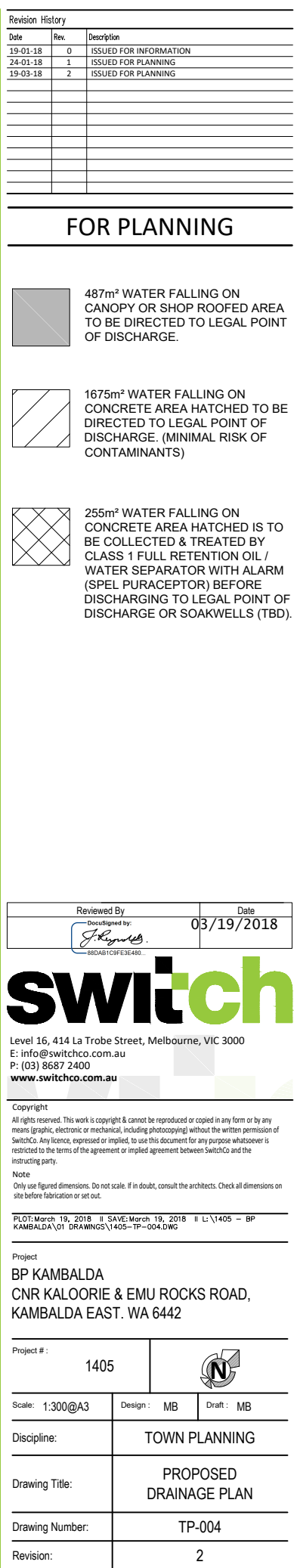
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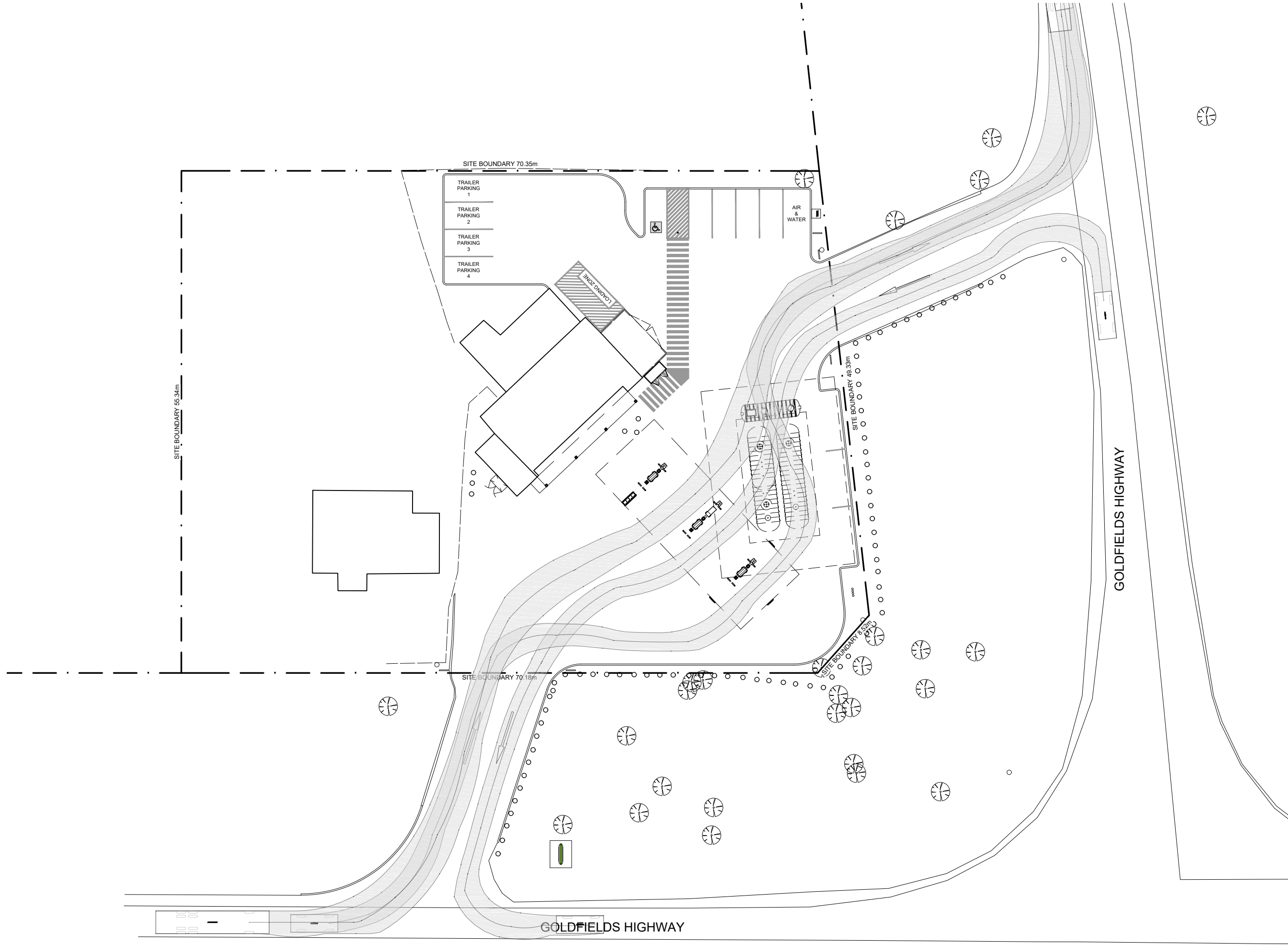
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KAMBALDA\01 DRAWINGS\1405-TP-002.DWG

Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

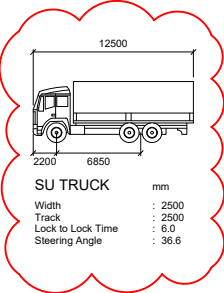
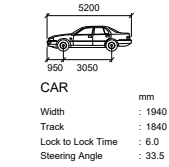
Project # : 1405			
Scale : 1:300@A3	Design : MB	Draft : MB	
Discipline:	TOWN PLANNING		
Drawing Title:	PROPOSED SITE PLAN (PART PLAN)		
Drawing Number:	TP-003		
Revision:	2		





Revision History		
Date	Rev.	Description
19-01-18	0	ISSUED FOR INFORMATION
24-01-18	1	ISSUED FOR PLANNING
19-03-18	2	ISSUED FOR PLANNING

FOR PLANNING



Reviewed By	Date
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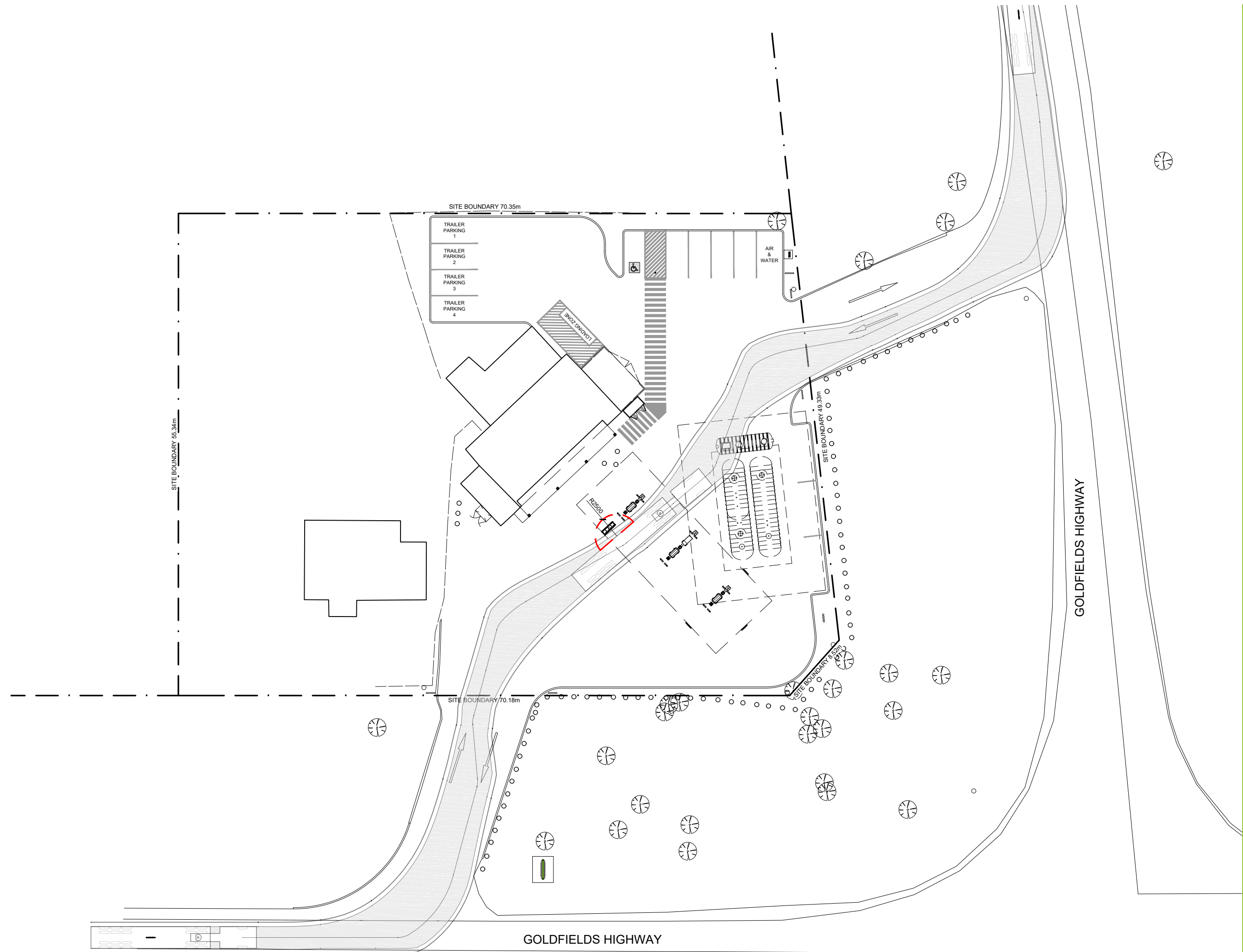
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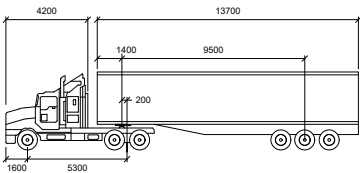
PLOT: March 19, 2018 // SAVE: March 19, 2018 // L: 1405 - BP KAMBALDA\01 DRAWINGS\1405-TP-010.DWG

Project
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KAMBALDA EAST. WA 6442


Project # :	1405	
Scale: 1:400@A3	Design : MB	Draft : MB
Discipline:	TOWN PLANNING	
Drawing Title:	PROPOSED VEHICULAR PATH PLAN	
Drawing Number:	TP-010	
Revision:	2	

[illegible]

FOR PLANNING



19M ARTICULATED			
mm			
Tractor Width	: 2500	Lock to Lock Time	: 6.0
Trailer Width	: 2500	Steering Angle	: 40.0
Tractor Track	: 2500	Articulating Angle	: 70.0
Trailer Track	: 2500		

Reviewed By	Date
DocuSigned by: 	03/19/2018

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PLOT: March 19, 2018 || SAVE: March 19, 2018 || L: \1405 - BP
KAMBALDA\01 DRAWINGS\1405-TP-011.DWG

Project
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CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project # : 1405			
Scale: 1:400@A3	Design : MB	Draft : MB	
Discipline:	TOWN PLANNING		
Drawing Title:	19.0m SEMI TANKER PATH PLAN		
Drawing Number:	TP-011		
Revision:	2		

FOR PLANNING

B-DOUBLE 25M


mm	
Tractor Width	: 2500
Tractor Length	: 2500
Tractor Track	: 2500
Trailer Track	: 2500
Lock to Lock Time	: 6.0
Steering Angle	: 20.6
Articulating Angle	: 70.0

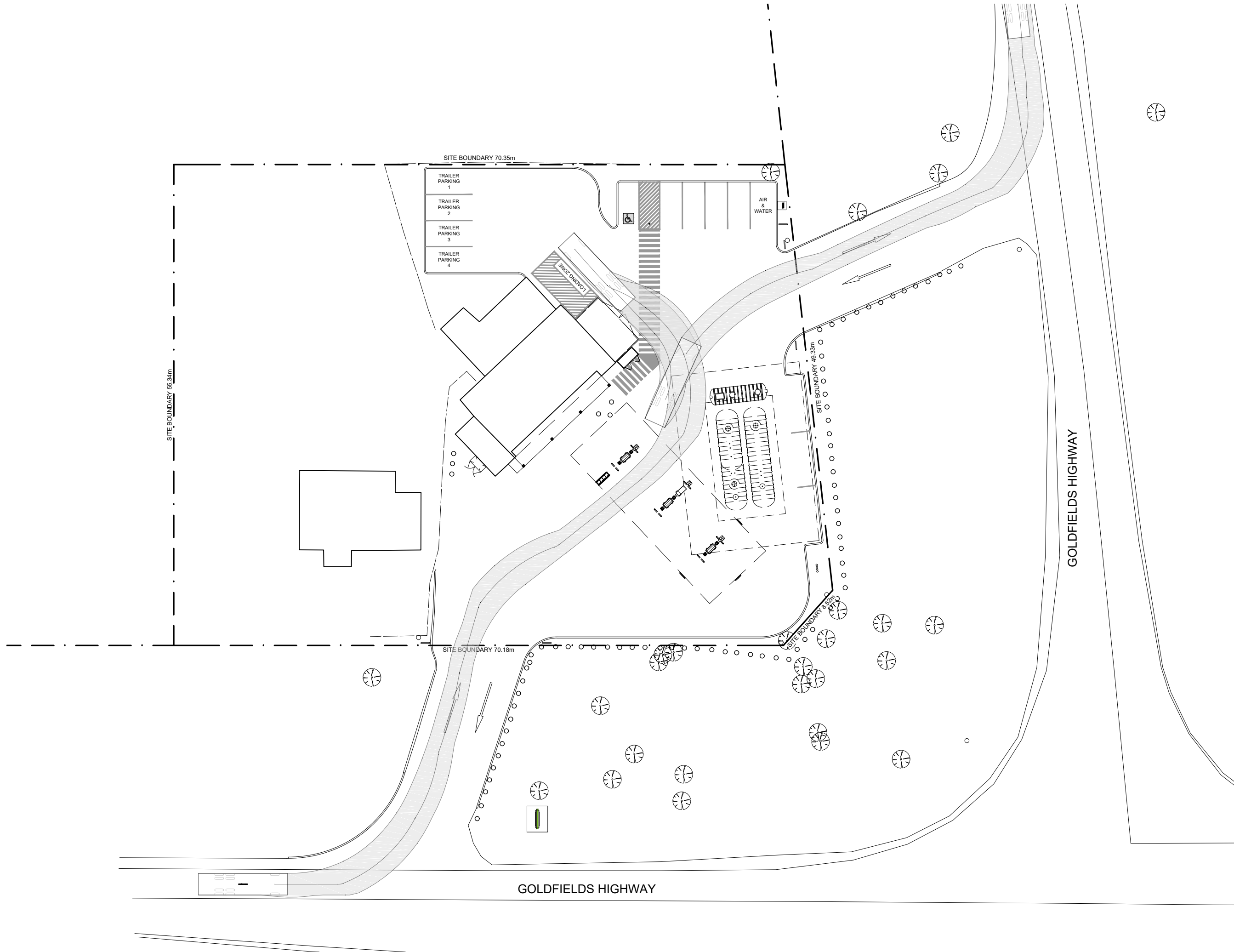
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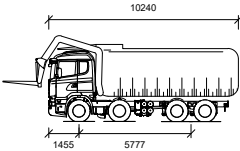
Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:	1405		
Scale:	1:400@A3	Design:	MB
		Draft:	MB
Discipline:	TOWN PLANNING		
Drawing Title:	25.0m B-DOUBLE TANKER PATH PLAN		
Drawing Number:	TP-012		
Revision:	2		



Revision History		
Date	Rev	Description
19-03-18	0	ISSUED FOR PLANNING

FOR PLANNING



GARBAGE FRONT LOADER	
Width	2500 mm
Track	2470 mm
Lock to Lock Time	6.0
Steering Angle	53.6

Reviewed By	Date
<i>J. Reynolds</i> 88DAB1C3FE3E48D	03/19/2018

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PLOT: March 19, 2018 SAVE: March 19, 2018 L: 1405 - BP
KAMBALDA\01 DRAWINGS\1405-TP-013.DWG

Project
BP KAMBALDA
CNR KALOORIE & EMU ROCKS ROAD,
KAMBALDA EAST. WA 6442

Project #:	1405	
Scale:	1:400@A3	Design: MB Draft: MB
Discipline:	TOWN PLANNING	
Drawing Title:	PROPOSED REFUSE TRUCK PATH	
Drawing Number:	TP-013	
Revision:	0	

11.1.4 Oversized Overbuilding

Location: Lot 1159 (No 15) Atriplex Road, Kambalda West

Applicant: Darren Brooker

File Reference: NAM5996

Disclosure of Interest: Nil

Date: 10 April 2018

Author: Consultant Town Planner, Francesca Lefante

Summary:

That Council consider an application for an oversize outbuilding (shed) of 108 square metres.

Background:

The subject site: -

- Is zoned Residential R10/30 under Local Planning Scheme No 5.
- Has an area of 756 square metres.

The map below shows the aerial and zoning of the subject site.



Aerial map with

The proposal outbuilding exceeds the deemed to comply provisions of the Clause 5.4.3 - Residential Design Codes development standards as detailed below.

Standard	Requirement	Proposal	Variance
Area	60 sqm	106sqm	46sqm
Height			
21. Wall	2.4 metres	3.6metres	1.2 metres
22. Roof (ridge)	4.2 metres	4.411metres	0.211Complies
Front (Streetscape) setback			
	6.0 metres	Behind dwelling	Complies
Setbacks			
(15)Side (western)	1.0 metres	1.0 metres	Complies
(16)Rear (northern)	1.0 metres	1.5 metres	0.5 metre

Comment:

The subject site is zoned Residential R10/30 and adjoins residential properties with a laneway (right of way) at the rear of the site.

Under the Residential Design Codes where proposals do not meet the deemed to comply provisions the Council is required to exercise judgement to determine the proposal. In relation to outbuildings (sheds) the design principle provides the following guidance when considering variations:

“outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The applicant has obtained written neighbour approval for the proposed shed, accordingly the proposal is not considered to adversely impact the adjoining residential property or the street. The proposed outbuilding meets the design considerations of the R-Codes and contains an existing dwelling. Given the size and height if the proposed outbuilding it is suggested that a condition be included on the approval reflecting the residential zoning of the site and restricting the use of the outbuilding.

The location of the shed is considered acceptable and meets the R-Code setback and streetscape requirements.

The following options are available to the council: -

Option 1: Approve the proposed outbuilding, subject to conditions

Option 2. Refuse the proposal. The reasons for refusal are to be provided

Attachments:

8. 15 Atriplex Rd Oversized Overbuilding [11.1.4.1]

Consultation:

Nil

Statutory Environment:

Residential Design Codes

Shire of Coolgardie Town Planning Scheme No 5

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:**Diversified and strengthened local economy**

Establish and strengthen partnerships with industry

Facilitate access to diverse housing and land development opportunities

Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents

Support the development of tourism in the region

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, APPROVES the proposed outbuilding and Residential Design Code variations on Lot 1159 (No 15) Atriplex Road Kambalda West, as shown on plans dated 3 April 2018 subject to the following conditions:

1. All development must be carried out in accordance with the approved plans as attached.
2. Building permit being obtained prior to the commencement of development.
3. The Outbuilding shall not be used for human habitation, commercial or industrial purposes.

COUNCIL RESOLUTION: #067/18

Moved: Councillor, S Botting

Seconded: Councillor, N Karafilis

That Council, APPROVES the proposed outbuilding and Residential Design Code variations on Lot 1159 (No 15) Atriplex Road Kambalda West, as shown on plans dated 3 April 2018 subject to the following conditions:

1. All development must be carried out in accordance with the approved plans as attached.
2. Building permit being obtained prior to the commencement of development.
3. The Outbuilding shall not be used for human habitation, commercial or industrial purposes.

CARRIED ABSOLUTE MAJORITY 5/0



Shire of Coolgardie does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Coolgardie Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

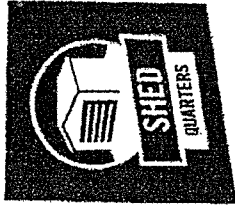
Property Mapping System

Scale: 1:200
Projection: Longitude-Latitude / WGS 84
Date: 7/03/2018>

A117 15 Atriplex Road Kambalda West

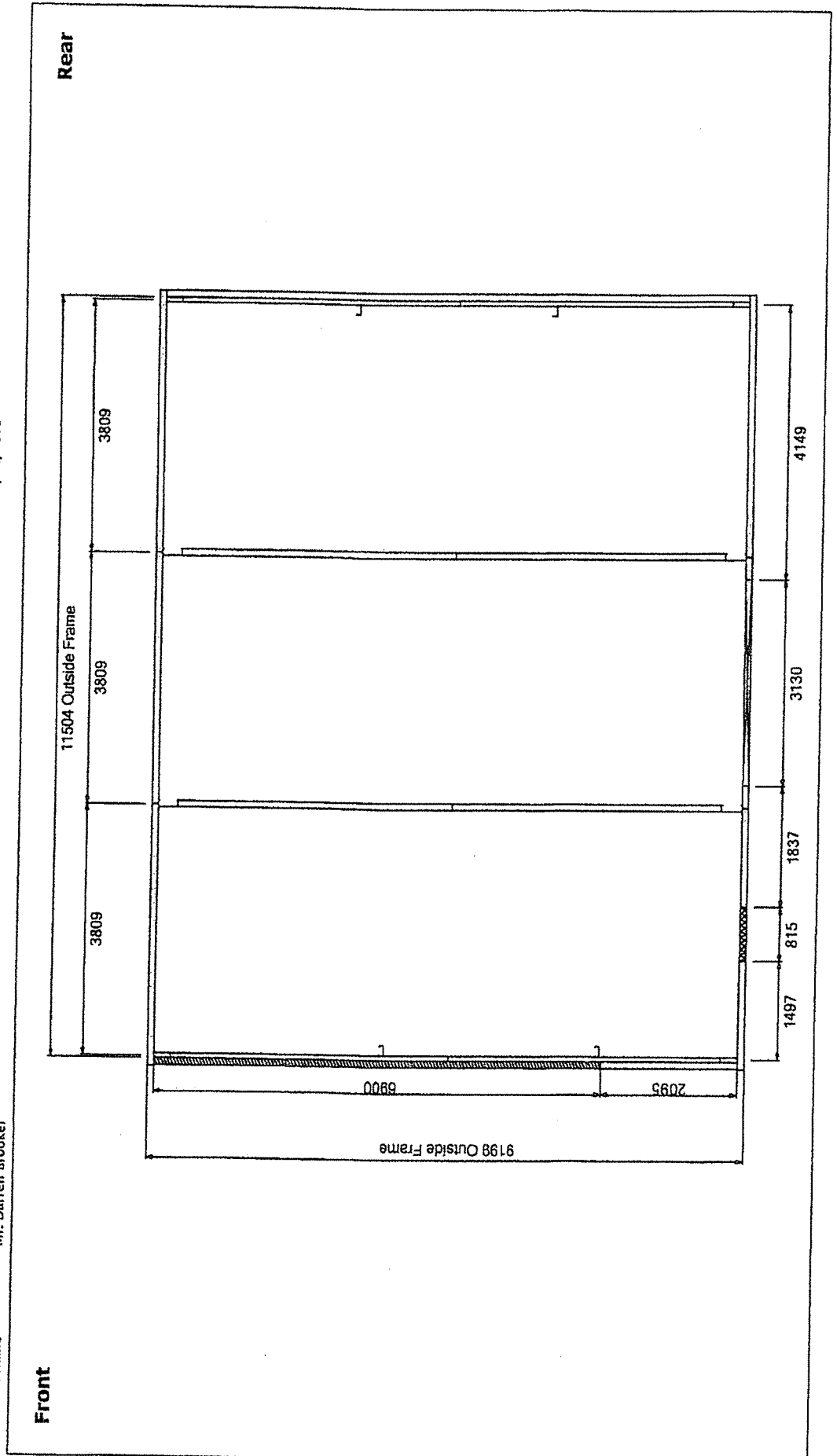


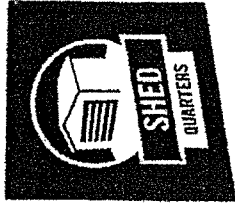
All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Gable Homeshed certification referenced 34109C by FYRE Pty Ltd for 15° Homeshed range or certification referenced 2011-028 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Site Plan

Job Reference	Site Address	TBA	Design Number	Customer Signature
Sales Person	Miss Rosie Chamberlain	Kambalda East	SQ159774	
Client Name	Mr. Darren Brooker		Date	23/02/2018





Elevations

Job Reference
Sales Person
Client Name

Miss Rosie Chamberlain
Mr. Darren Brooker

Site Address

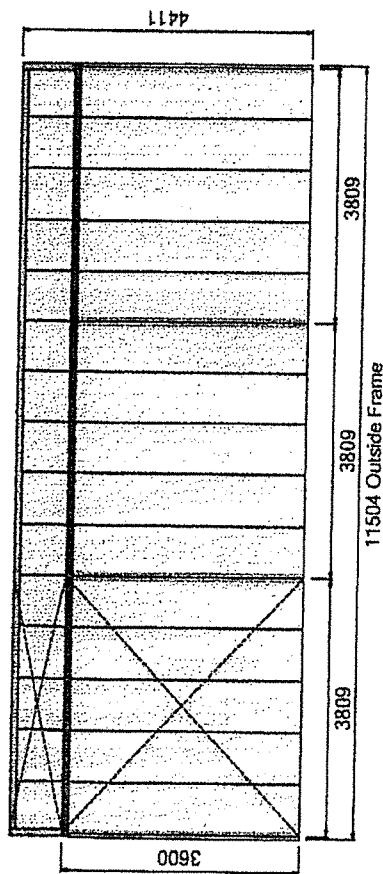
TBA
Kambalda East

Design Number
Date

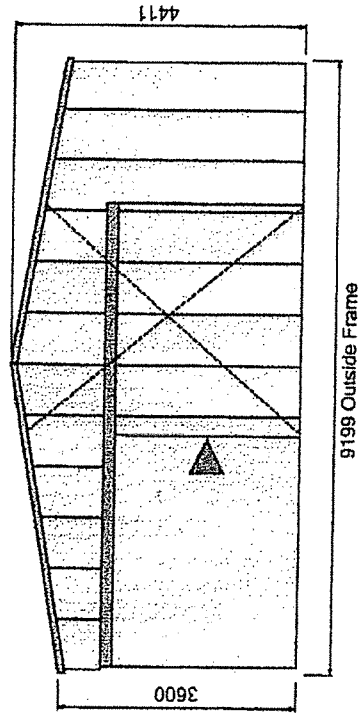
SQ159774
23/02/2018

Customer Signature

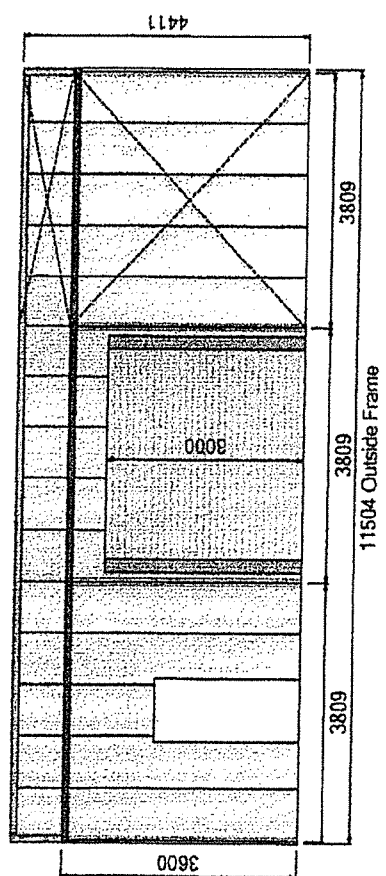
Left Elevation



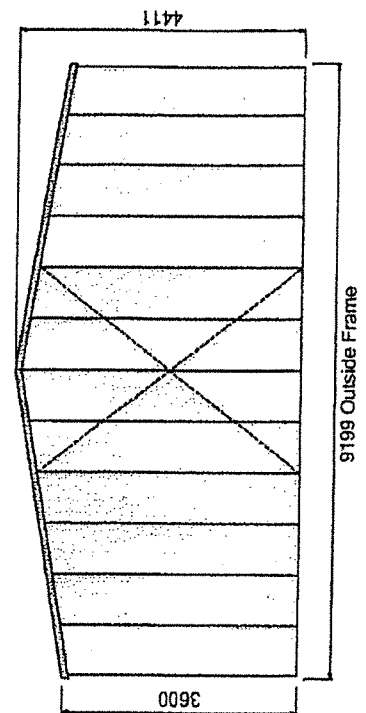
Front External Elevation



Right Elevation



Rear External Elevation



All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Strato Cable Homestead certification referenced 34109C by NFE Pty Ltd for 15° Homeshed range or certification referenced 2011-028 by HSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Elevations

Job Reference
Sales Person
Client Name

Miss Rosie Chamberlain
Mr. Darren Brooker

Site Address

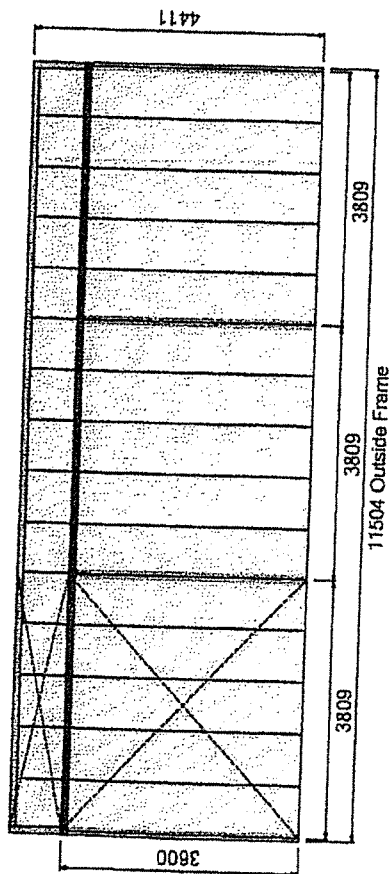
TBA
Kambalda East

Design Number
Date

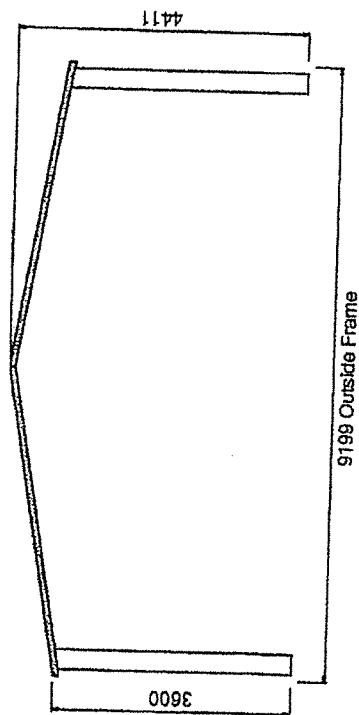
SQ159774
23/02/2018

Customer Signature

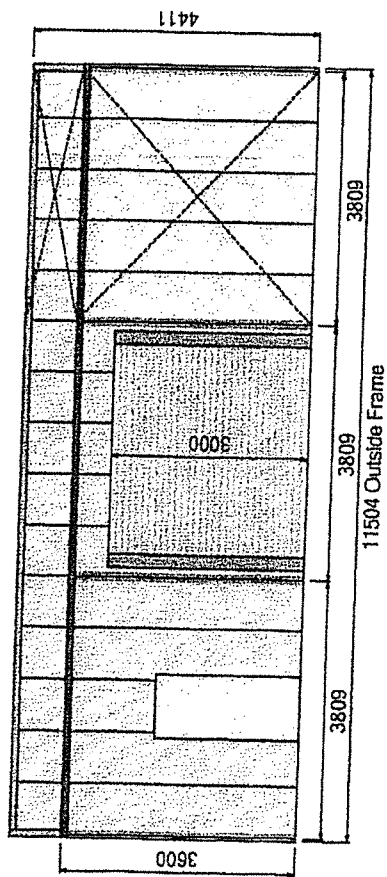
Left Elevation



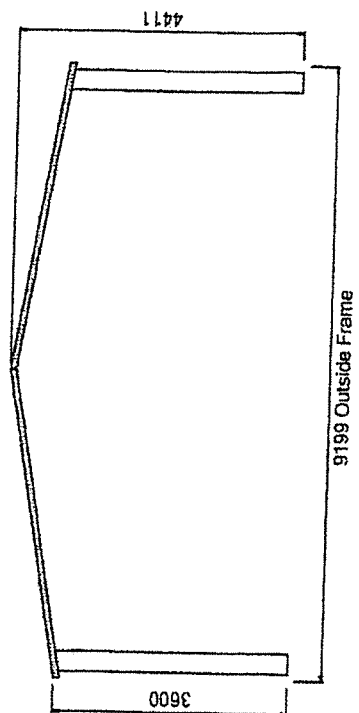
Front Internal Elevation - 1



Right Elevation



Rear Internal Elevation - 1



11.1.5 Rates Write Off

Location:	Nil
Applicant:	Nil
File Reference:	NAM6002
Disclosure of Interest:	The Author has no interest in this matter
Date:	17 April 2018
Author:	Rates Officer, Melissa Norris

Summary:

Council approval is sought to write off rate debts (totalling \$44,383.56) that have become stale and are deemed to be unrecoverable.

Background:

Thirteen Prospecting Mining Tenements under the name of Linton Downe were uploaded to Ampac Debt recovery with Council approval April 2017. Dead tenements with a rates arrears amount of \$14,559.52 interest amount of \$10,207.19 and added Legal charges of \$ 19,616.85

Mr Downe has been contacted by Ampac Debt Recovery and failed to respond within the time frame, the next step was to issue a bailiff whom successfully served a general procedure claim documents to M Downe at his residential property.

2 November 2017 Ampac Debt Recovery had received contact via email with Intention to defend documents for each 13 Prospecting Mining Tenements for the Shire of Coolgardie issued from Mr Downe whom then did not appear at the Armadale Court house to defend himself. Legal fees for an amount of \$19,616.85 had increased the original debt by \$9725.91 on each Assessment with no commitment of Mr Downe making any Repayments.

Mr Downe has written to the Shire with an offer to commence a means test at the cost of the shire, Ampac Debt Recovery Last Response - Judgment can be enforced for up to 12 years and stays on the debtor's credit file for 5 years.

The next stage is PSSO if you wish to proceed further. However, we don't recommend proceeding unless there are 3 years' worth of rates outstanding but we can issue if you require.

Attachment of spreadsheet showing the itemised tenement debt
Letter from Mr Downe with means Test request.

Comment:

The outstanding rates increase in legal fees with no intention of having them recovered and the debt being over a prospecting tenement the Land is no longer in the name of Mr Downe for PSSO (possession seizer sale order) action to be taken as a surrendered Tenement land reverts to crown Land unless re pegged to become a New Tenement Grant.

This Debt is accruing interest with no intention to be recovered, no further action can be taken by the Shire of Coolgardie or Ampac Debt Collection to recover any further costs the officer's recommendation is Council consider Writing Off the Debt to reduce the Rates Arrears for 2017 Financial year.

Attachments:

Nil

Consultation:

James Trail – Chief Executive Officer
Ampac Debt Collection

Statutory Environment:

1) *"6.12. Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may –
(c) write off any amount of money,
Which is owed to the local government*

2) *Local Government Act 1995 Section 6.47*

Policy Implications:

CS-09 Rates Recovery Policy

Financial Implications:

Concessions for rates has been allowed in the 2017/2018 Annual budget

Strategic Implications:

Nil

Voting Requirement:

Simple Majority

Officer Recommendation:

That Council,

1. to write off rates debts totalling \$44,383.56 as presented in the spreadsheet attached as it has been deemed to be unrecoverable.

COUNCIL RESOLUTION: #068/18

Moved: Councillor, K Lindup

Seconded: Councillor, B Logan

That Council,

- 1. to write off rates debts totalling \$44,383.56 as presented in the spreadsheet attached as it has been deemed to be unrecoverable.**

CARRIED ABSOLUTE MAJORITY 5/0

11.1.6 Rates Debt Collection

Location:	Nil
Applicant:	Nil
File Reference:	NAM6001
Disclosure of Interest:	Nil
Date:	17 April 2018
Author:	Rates Officer, Melissa Norris

Summary:

To present a list of Residential/Mining properties with outstanding rates and charges as at 19 April 2018 for recovery by legal action.

Background:

Following the end of the payment for rates (full payment or Last instalment payment) Council issued final notices to all ratepayers who had not complied with the payment requirements. Ratepayers who have subsequently contacted the Shire and made arrangements to pay are not included on this list unless they have failed to honor their commitment to pay.

The shire of Coolgardie has sent "Intent to Summons" letter advising of the intention to commence legal action should payment not be received or payment agreement made with the Shire. Expiry of the letter sent with 28 Days notice ended 11th April 2018

Comment:

Guidelines of Debt Recovery is to provide AMPAC Debt Recovery with a spreadsheet they provided the shire.

1. If Council approve the list this will then be sent to AMPAC to have it loaded by the close of business that day.
2. When the accounts are loaded into their system, a "First Demand" letter will be posted out the follow day, referring your Rate-Payers to contact AMPAC Debt Recovery (WA) directly
3. Rate-payers then have **5 business days** from the date on the letter to get in contact with AMPAC or the Shire of Coolgardie to set up an arrangement or pay in full. (Whilst AMPAC letters direct them to contact AMPAC, Once the "First demand" letters expire, i.e. 5 business days, AMPAC will attempt to contact the Rate-payers by telephone and/or emails based on the information provided by the Shire, (we will also do internal searches to locate telephone numbers) if no response AMPAC will then issue a "Second and Final Demand" to the ratepayers which will be posted the following day.
4. The Rate-Payers then have a final **5 business days** from the date on the letter to make contact either with us or the shire of Coolgardie to pay in full or set up a suitable arrangement
5. On expiry of this final letter we will attempt to make contact again by telephone/email and we will then send Shire of Coolgardie a spread sheet of who is currently still outstanding. We will then await a list of who Shire of Coolgardie wishes to proceed with legal action on.
6. Once you have returned the spread sheet we will begin the legal process and the assessments will be lodged at Court and you will receive the breakdown of the fees on your daily costs report.

7. Attached are the New fees AMPAC Debt Recovery have provided for 2017
The attached list of properties provides Assessment number and amount outstanding and a comment of significance to assist in Council decision.

Attachments:

2. Shire of Coolgardie - LG Advantage - Scope of Services - May 2017 Final [11.1.6.1]

Consultation:

AMPAC Debt Recovery (WA)

Statutory Environment:

Nil

Policy Implications:

CS-09 Rates Recovery Policy

Financial Implications:

The recovery of rates is crucial due to the amount outstanding currently for Gross Rental Value.
Costs incurred through legal action are recoverable and on chargeable to the Properties via a journal.

AMPAC's Comprehensive Rates Recovery Service charges and administration commission of 7% + GST on dollars that are successfully recovered for the Shire and is applicable to the recovery of both rates and sundry debts. Legal Services remain at Court Scale and cost neutral to the Shire.

Strategic Implications:

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, receives the list of properties (as attached) with outstanding rates and charges to the value of \$390,453.69 and endorses the commencement of legal action for their recovery.

COUNCIL RESOLUTION: #069/18

Moved: Councillor, S Botting

Seconded: Councillor, N Karafilis

That Council, receives the list of properties (as attached) with outstanding rates and charges to the value of \$390,453.69 and endorses the commencement of legal action for their recovery.

CARRIED ABSOLUTE MAJORITY 5/0

Scope of Services

AMPAC Debt Recovery (AMPAC) understands that the Shire of Coolgardie is considering the services of an appropriately licensed and experienced, **WALGA approved** organisation to provide Extensive Rates Debt Recovery and Sundry Debt Recovery Services.

NOTE: AMPAC is the only preferred supplier to offer the full range of cost effective, fully compliant debt recovery services for the recovery of both rates and sundry debts, which has been specifically designed in 2017 to compliment your 'in-house' recovery processes and to address the current and on-going needs and concerns of Local Governments in Western Australia.

AMPAC Guarantees to:

- Reduce the reliance on costly legal services by limiting litigation levels and enforcement actions and decrease the associated costs when legal action becomes necessary to recover overdue and unpaid rates and sundry debts;
- Enhance the on-going cash flow for The Shire;
- Protect the brand of The Shire by acting as an independent debt recovery service that is open and transparent when dealing with ratepayers and sundry debtors;
- Improve the relationship between ratepayers, debtors and The Shire;
- Reduce debtor complaints;
- Provide a caring and empathetic environment when dealing with cases of genuine hardship;
- Minimise compliance risk by instigating, conducting and managing all services from AMPAC's Perth based offices, employing local West Australians and retaining all sensitive Local Government data within the confines of our Perth operations;
- Apply fixed based pricing to assist with your control over internal budgeting processes;
- Remove commission charges on all services provided;
- Receipt all payments and remit funds to The Shire on a weekly basis;
- Invoice The Shire on a weekly basis with 30 day payment terms.

Innovation

AMPAC has embraced what is often referred to as **Digital Engagement Strategies** and has created a platform which enables us to reach ratepayers and debtors by Demand Letter, SMS and Email. Each component has been customised to reflect the nature of the communication and contains a link directly to a secure payment page, within AMPAC's collection system, allowing the debtor to:

- Pay the debt in full
- Part pay the debt
- View or Pay individual invoices
- Request a call back from AMPAC
- Establish a payment arrangement
- View payment history
- View AMPAC notifications
- Raise a query about the debt
- Communicate with AMPAC

AMPAC's new service – **LG Advantage** is designed to engage ratepayers and debtors in the recovery process by utilising the latest communication tools such as emails and SMS, supported by advanced voice recording, telephony and payment management gateways which will lower the administrative burden on Local Government staff.

AMPAC does not charge any annual membership fees, set up fees, file loading fees or per action fees. Our charges are based purely on successful recovery outcomes.

AMPAC's LG Advantage Service includes:

Stage 1 - Services: (Day 1 to Day 14)

- Electronic data upload of overdue rates and sundry debts via AMPAC's debt load template or by forwarding to AMPAC for loading - No Charge
- Data wash and refresh – No Charge
- Issue Demand Letter 1 or Email Demand 1. Management of all inbound calls, payments and queries generated from our initial contact activity - No Charge
- Access to AMPAC On-Line to view and monitor our account management processes – No Charge
- Provision of a daily payments and costs report – No Charge

Stage 2 - Services (Day 15 to day 45)

On day 15 AMPAC will contact The Shire to confirm if any payments and/or arrangements have been accepted by the Shire.

If there has been no contact with AMPAC or The Shire via the Stage 1 process and no payments received, AMPAC will:

- Issue Final Demand Letters and Final Demand Emails;
- Issue SMS demands;
- Commence outbound phone call campaigns, managed locally from our Perth office;
- Negotiate, implement and manage payment arrangements through to satisfactory conclusions;
- Provide The Shire with a daily payments and costs report for accurate record keeping;

Stage 1 & 2 – Pricing for the recovery of overdue rates and sundry debts is based on a successful outcome:

- \$30 per matter if paid in full, within 14 days, from date of issue of demand or alternatively \$90 per matter if ratepayer/debtor requires a payment arrangement that AMPAC sets up and manages.

Note: the only cost applicable via Stages 1 or 2 will either be \$30 or \$90 respectively.

Stage 3 – Services (Day 46 onwards): Reduced levels of legal action and reduced costs.

On day 46 and if payment still not received by AMPAC or The Shire via Stages 1 & 2, AMPAC will:

- Recommend instigation of legal action and with The Shire's consent issue and serve General Procedure Claims (GPC's) to encourage payment;
- If payment not received, obtain judgment in favour of the Shire and issue free judgment letter which provides the ratepayer/debtor with a further opportunity for payment;
- If still unpaid, following the expiry of the judgment letter, obtain the Shire's approval to commence enforcement action where necessary, if cost effective to do so;
- Liaise and co-ordinate collection activities between The Shire, its ratepayers and debtors, AMPAC's Solicitors, the Courts, AMPAC's process servers and field agents.
- When payment is made in full following commencement of legal action there will be a \$30 fee or if AMPAC sets up and manages a payment arrangement a \$90 fee is applied.

Stage 3 – New AMPAC Pricing for legal action – (Reduced costs for debts under \$10k):

- GPC Solicitors Professional Fee - \$90
- GPC Solicitors Professional Fee - 2nd and subsequent defendants - \$30
- Travel Fee – Court Scale
- Filing Fee – Court Scale
- Service Fee - \$95
- Default Judgment - \$50
- Judgment letter – Final opportunity to pay before enforcement - No Charge

If payment still not received or a suitable payment arrangement has not been established, AMPAC may recommend enforcing the Judgment by Property Seizure and Sale order - PSSO (when necessary, if cost effective and when approved by The Shire)

- All costs for the PSSO are at Court Scale and all Bailiffs' activity will be controlled by AMPAC.

Note: All funds collected by AMPAC via Stages 1, 2 & 3 are remitted to The Shire on a weekly basis.

11.1.7 Monthly List of Municipal and Trust Fund Payments

Location:	Nil
Applicant:	Nil
File Reference:	NAM5998
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Senior Finance Officer, Jade Tarasinski

Summary:

For council to receive the list of accounts for March 2018.

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.

Attachments:

(aa) March 2018 List of Payments [11.1.7.1]

Consultation:

Nil

Statutory Environment:

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

Policy Implications:

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

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets

Solutions focussed and customer oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council, receive listing (attached) of accounts paid during the month of March 2018 by the Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$756,218.76 on Municipal vouchers EFT14704 – EFT14823, cheques 52022 - 52037, and direct payments made during the month of March 2018.
2. Trust payments totalling \$0.00 on cheques for the month of March 2018. Due to Staff on leave no Trust Cheques were generated in March 2018.
3. Credit Card payments totalling \$8,421.41 for the month of February 2018 and March 2018.

COUNCIL RESOLUTION: #070/18

Moved: Councillor, S Botting

Seconded: Councillor, B Logan

That Council, receive listing (attached) of accounts paid during the month of March 2018 by the Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$756,218.76 on Municipal vouchers EFT14704 – EFT14823, cheques 52022 - 52037, and direct payments made during the month of March 2018.
2. Trust payments totalling \$0.00 on cheques for the month of March 2018. Due to Staff on leave no Trust Cheques were generated in March 2018.
3. Credit Card payments totalling \$8,421.41 for the month of February 2018 and March 2018.

CARRIED ABSOLUTE MAJORITY 5/0

Shire of Coolgardie
Payments by Delegated Authority
1 March 2018 to 31 March 2018

Chq/EFT	Date	Name	Description	Amount
52022	23-March-2018	Matsa Resources Ltd	Rates refund	\$1,908.11
52023	23-March-2018	Australian Services Union	Payroll deductions	\$109.80
52024	23-March-2018	Bungarra Electrical Services	Wiring powerpoint for Warden Finnerty kitchen aircon	\$656.00
52025	23-March-2018	City Of Kalgoorlie Boulder	Training - Rates in Local Government	\$1,134.00
52026	23-March-2018	Coolgardie Community Care	Reimbursement of payment to TAPS Industries for plumbing repairs	\$1,426.56
52027	23-March-2018	Hayes Mining Pty Ltd	Rates refund	\$833.13
52028	23-March-2018	Phoenix Gold Limited	Rates refund	\$1,337.92
52029	23-March-2018	Polaris Metals Pty Ltd	Rates refund	\$10.00
52030	23-March-2018	Reed Industrial Minerals Pty Ltd	Rates refund	\$1,144.98
52031	23-March-2018	Target Kalgoorlie	Pingo Prizes for Coolgardie Pingo	\$120.00
52032	27-March-2018	Mlc Navigator Retirement Plan	March 2018 Superannuation payment for Mr Malcolm Cullen	\$6,500.00
52033	28-March-2018	Australian Services Union	Payroll deductions	\$54.90
52034	28-March-2018	City Of Kalgoorlie Boulder	Building/Planning/Health Enquiries 3 months	\$79,560.19
52035	28-March-2018	Synergy	February 2018 Grouped Electricity bill	\$41,900.15
52036	28-March-2018	Telstra	Monthly grouped landlines Telstra invoice	\$3,722.29
52037	28-March-2018	Water Corporation	Home Units, Kambalda. Service Charges	\$467.73
				\$140,885.76

Shire of Coolgardie
Payments by Delegated Authority
1 March 2018 to 31 March 2018

Chq/EFT	Date	Name	Description	Amount
EFT14704	21-March-2018	Australian Taxation Office	February 2018 BAS	\$25,465
EFT14705	23-March-2018	All Mine & Construction Training Pty Ltd	Loader and skidsteer training for Kambalda crew	\$3,150
EFT14706	23-March-2018	Ampac Debt Recovery (Wa) Pty Ltd	Costs for the month of February 2018	\$1,528
EFT14707	23-March-2018	Atom Supply	Gardening / Riggers gloves	\$78
EFT14708	23-March-2018	Accidental Health & Safety Ensurv Pty Ltd Atf The Harris Family Trust	First aid kit servicing Kambalda and Coolgardie	\$2,138
EFT14709	23-March-2018	Bergmeier Earthmoving (Davenne Holdings Pty Ltd)	Supply 960 tonne gravel to North road	\$20,637
EFT14710	23-March-2018	Bernadini Pty Ltd (Lsa Oils)	Engine oil for service on mitsubishi triton ute	\$82
EFT14711	23-March-2018	Boc Limited	February 2018 Cylinder hire	\$229
EFT14712	23-March-2018	Built By Geoff Fencing	Posts/caps and 20kg bags rapid set	\$229
EFT14713	23-March-2018	Bunnings Buildings Supplies	1 pallet of Swan rapid Set	\$1,414
EFT14714	23-March-2018	Cardajam Pty Ltd (Kalgoorlie Mitre 10)	Orbit pro retic control box	\$368
EFT14715	23-March-2018	Cjd Equipment Pty Ltd	Pre-formed hydraulic pipe for volvo bobcat	\$1,140
EFT14716	23-March-2018	Complete Occ Health	Pre-employment medical and drug screen	\$435
EFT14717	23-March-2018	Covs Parts Pty Ltd	Parts for repairs	\$1,101
EFT14718	23-March-2018	Coyle'S Mower & Chainsaw Centre	Supply 3 x stihl BG56 blowers	\$1,238
EFT14719	23-March-2018	Department Of Fire & Emergency Services	2017/18 ESL Quarter 3, Emergency Services Levy	\$67,122
EFT14720	23-March-2018	Dormakaba Australia Pty Ltd	Service and repairs on the faulty automatic opening doors at the Coolgardie Rec Centre	\$275
EFT14721	23-March-2018	Darren Wallace (Wallace Engineering)	Prepare costings associated with Renou and Bailey junction	\$1,848
EFT14722	23-March-2018	Emerge Technologies	February Services Job	\$18,002
EFT14723	23-March-2018	Emma Maree Mayall	5x A4 Brochures	\$450
EFT14724	23-March-2018	Evolution Mining	Rates refund	\$214
EFT14725	23-March-2018	Foxtel Management Pty Ltd Foxtel	Monthly foxtel in gym	\$99
EFT14726	23-March-2018	Genco Civil Pty Ltd	Supply side tipper for 6 hours at kambalda tip site	\$743
EFT14727	23-March-2018	Goldfields Electrical Contractors Pty Ltd	Adjust pressure switch & replace broken reset switch in the electrical box at Skate Park tank	\$116
EFT14728	23-March-2018	Goldfields Locksmiths	Restricted key cut	\$960
EFT14729	23-March-2018	Goldfields Records Storage	February 2018 user charges for records storage	\$95
EFT14730	23-March-2018	Goldfields Tourism Network Assoc Inc	Stock and drone images, video footage of Coolgardie, Kambalda and the surrounding areas.	\$1,535
EFT14731	23-March-2018	Goldfields Truck Power Pty Ltd	Supply 1 x multi tyre and smooth drum rollers	\$12,714
EFT14732	23-March-2018	Goldfields Valuation Services Pty Ltd	Valuation of shire house	\$3,520
EFT14733	23-March-2018	Goldline	Gastronorm Pans for the Kambalda Community Recreation Facility Kitchen	\$99
EFT14734	23-March-2018	Goodnews Newsagency	Daily newspapers for the Kambalda Shire Offices	\$130
EFT14735	23-March-2018	Harbour Software Pty Ltd	Doc Assembler Annual Subscription fee and Docs on Tap Annual Subscription fee	\$13,200
EFT14736	23-March-2018	Harvey Norman Av/lt Superstore Kalgoorlie	Call out Fee to fix the Coolgardie Rec Centre Oven	\$165
EFT14737	23-March-2018	High Standard Security	Alarm Monitoring Service Agreement	\$148
EFT14738	23-March-2018	Holcim (Australia) Pty Ltd	Rates refund	\$259
EFT14739	23-March-2018	Kambalda East Deli	Catering for 13 budget workshop	\$578
EFT14740	23-March-2018	Kleenheat Gas Pty Ltd	1 Gas Bottle for 1 Gimlet Court Kambalda	\$126
EFT14741	23-March-2018	Kmart Australia	Cooking utensils, dishes and bowls for the Coolgardie Recreation Centre	\$161
EFT14742	23-March-2018	Kalgoorlie Tyrepower	Carry out puncture repair for amarok ute tyre	\$40
EFT14743	23-March-2018	Little Industries	Supply and deliver 23 Tonne of cracker dust	\$1,164
EFT14744	23-March-2018	Local Government Professionals Australia Wa	Finance Professional Conference	\$1,320
EFT14745	23-March-2018	Maps Group Ltd T/A Procurement Australia	Professional fees for the provision of insurance tender review services, 3rd instalment	\$7,700
EFT14746	23-March-2018	Marketforce	Ad for support officer	\$479
EFT14747	23-March-2018	Mcleods Barristers And Solicitors	Lease: Portion of the Coolgardie Post Office Building	\$385
EFT14748	23-March-2018	Medelect	Defibrillator Servicing	\$1,689
EFT14749	23-March-2018	Mister Signs	4 x stickers for tip signage	\$99
EFT14750	23-March-2018	Mine Ag Fleet Hire	Supply of 2012 Dynapac CC224 Roller Dry Hire	\$1,320
EFT14751	23-March-2018	Netsight Pty Ltd	Myosh monthly subscription for March 2018	\$327
EFT14752	23-March-2018	Pacific Brands Workwear Group Pty Ltd	Corporate uniform	\$57
EFT14753	23-March-2018	Peerless Jail Pty Ltd	Kambalda Office cleaning supplies	\$323
EFT14754	23-March-2018	Preferred Training Networks Pty Ltd	Dealing with difficult customer training	\$4,619
EFT14755	23-March-2018	Protector Pest Control	Initial termite treatment & spider spray - Coolgardie Waste Disposal Office	\$16,368
EFT14756	23-March-2018	Pryce Brothers Pty Ltd	Repair/replace light switch to workshop	\$165
EFT14757	23-March-2018	Resources Trading Hub	8 x 20 litre drums of wipe out	\$10,254
EFT14758	23-March-2018	Robert Abraham Yare	22 Everlasting Crescent, Kambalda West rent, 2 months	\$3,072
EFT14759	23-March-2018	Rsa Works	Technical Services works February 2018	\$15,549
EFT14760	23-March-2018	Ray White Real Estate	Routine Inspections	\$594
EFT14761	23-March-2018	Shondell Marie Perkins	Donation to Tayah Perkins	\$500
EFT14762	23-March-2018	Spectrum Picture Framing	3 x Frames for photographs of Coolgardie Nurses.	\$759

Shire of Coolgardie
Payments by Delegated Authority
1 March 2018 to 31 March 2018

Chq/EFT	Date	Name	Description	Amount
EFT14763	23-March-2018	Shilton Building	Fit digital push button lock to Boxing Gym Door	\$171
EFT14764	23-March-2018	Taps Industries Pty Ltd	Service aircon at kambalda tip	\$660
EFT14765	23-March-2018	Toll Ipec Pty Ltd	Freight charges	\$89
EFT14766	23-March-2018	Toni Goder Financial Modelling Pty Ltd	Reporting system	\$4,719
EFT14767	23-March-2018	Tquip	Supply cutter drive belt for Toro mower deck	\$416
EFT14768	23-March-2018	Visit Group, Visit Merchandise	Flexi Magnets and items	\$1,528
EFT14769	23-March-2018	Wa Traffic Planning	Full Traffic Management Plans	\$1,155
EFT14770	23-March-2018	Waterman Irrigation Pty Ltd	SmartPark RE system upgrade	\$22,686
EFT14771	23-March-2018	Western Diagnostics	Drug and alcohol testing	\$2,750
EFT14772	23-March-2018	Westrac Pty Ltd	Supply & fit new radiator assembly & hoses & cap to loader	\$6,334
EFT14773	23-March-2018	Woolworths Group Limited	Supplies for the Childrens Cooking Classes	\$274
EFT14774	27-March-2018	Betty Logan	2017-2018 Quarter Three Payment. Sitting Fee and ITC Subsidy	\$4,866
EFT14775	27-March-2018	Kathryn Ann Lindup	2017-2018 Quarter Three Payment. Sitting Fee and ITC Subsidy	\$4,866
EFT14776	27-March-2018	Malcolm Raymond Cullen	2017-2018 Quarter Three Payment. President Fee, Sitting Fee and ITC	\$5,665
EFT14777	27-March-2018	Norman John Karafilis	2017-2018 Quarter Three Payment. Sitting Fee and ITC Subsidy	\$4,866
EFT14778	27-March-2018	Robert Kippin	2017-2018 Quarter Three Payment. Sitting Fee and ITC Subsidy	\$4,866
EFT14779	27-March-2018	Sherryl Leanne Botting	2017-2018 Quarter Three Payment. Sitting Fee and ITC Subsidy	\$4,866
EFT14780	27-March-2018	Tracey Rathbone	2017-2018 Quarter Three Payment. Deputy President Fee, Sitting Fee, ITC Subsidy	\$6,144
EFT14781	28-March-2018	Air Liquide	Cylinder Fees	\$99
EFT14782	28-March-2018	Aquatic Services Wa	Cap and gel chlorine probe	\$1,481
EFT14783	28-March-2018	Australia Post	February 2018 monthly Australia Post charges	\$509
EFT14784	28-March-2018	Australian Communications And Media Authority	License renewals	\$378
EFT14785	28-March-2018	Bergmeier Earthmoving (Davenne Holdings Pty Ltd)	Jaurdi Hills Road - 1.980 tons gravel	\$35,267
EFT14786	28-March-2018	Bernadini Pty Ltd (Lsa Oils)	20 kg drum of grease for cat loader	\$263
EFT14787	28-March-2018	Boq Asset Finance & Leasing Pty Limited	February 2018 monthly printer charges	\$5,514
EFT14788	28-March-2018	Bp Australia Limited	February 2018 BP monthly fuel bill	\$6,586
EFT14789	28-March-2018	Bryan And Cynthia Parsissons Transport	20hrs truck hire	\$4,620
EFT14790	28-March-2018	Bt Premise Services	Alterations to Coolgardie Administration Building	\$8,767
EFT14791	28-March-2018	Bunnings Buildings Supplies	Pingo Prizes for Coolgardie	\$126
EFT14792	28-March-2018	Cabcharge	Cabcharges	\$128
EFT14793	28-March-2018	Caltex Australia	February 2018 monthly Caltex fuel bill	\$7,334
EFT14794	28-March-2018	Coastal Midwest Transport Pty Ltd	Freight charges	\$741
EFT14795	28-March-2018	Covs Parts Pty Ltd	Supply oil filter for service on amarok ute	\$307
EFT14796	28-March-2018	Dormakaba Australia Pty Ltd	Repairs to Coolgardie Rec Centre Automatic front door	\$418
EFT14797	28-March-2018	E Fire And Safety	Supply fire extinguisher for amarok ute	\$22
EFT14798	28-March-2018	Gencon Civil Pty Ltd	Cement staby and the application of a two coat bitumen surface using aggregate	\$46,776
EFT14799	28-March-2018	Global Communication Services	Supply external speaker for two way in grader	\$36
EFT14800	28-March-2018	Goldfields Tourism Network Assoc Inc	2017/2018 Contribution to Goldfields Tourism Network	\$40,150
EFT14801	28-March-2018	Goldfields Truck Power Pty Ltd	Dismantle dash board to enable replacement of air-con evaporater & refit all parts & regass air-con system	\$2,143
EFT14802	28-March-2018	Harbour Software Pty Ltd	OnSite Training	\$25,513
EFT14803	28-March-2018	It Vision	It Vision SR169968 - Pensioner Work	\$1,100
EFT14804	28-March-2018	J. Blackwood & Son Limited	Supply circlip kit for repairs to cat grader	\$212
EFT14805	28-March-2018	Kambalda Handyman & Mechanical Contracting	Repair & replace stock fence around Kambalda Refuse Site	\$9,752
EFT14806	28-March-2018	Kirkby Bobcat And Excavations	Prepare and dig grave site for burial	\$242
EFT14807	28-March-2018	Kalgoorlie Tyrepower	Supply steer tyre for semi	\$975
EFT14808	28-March-2018	Landgate	Mining Tenements, schedule M2018/2	\$350
EFT14809	28-March-2018	Laura Dwyer	Reimbursement	\$207
EFT14810	28-March-2018	Mia Hicks Consulting	Mia Hicks Consulting Services February 2018	\$7,260
EFT14811	28-March-2018	Map Creative, Trustee For Td Unit Trust	Coolgardie Visitors Centre stock for sale	\$369
EFT14812	28-March-2018	Nowlan Grading	250 hours grader hire	\$16,607
EFT14813	28-March-2018	Pmh Electrical Contracting Services Pty Ltd	Repair faulty float sensors and fault finding for pump not working at PS 2	\$523
EFT14814	28-March-2018	Preferred Training Networks Pty Ltd	Dealing with difficult customer training - March 2018	\$1,653
EFT14815	28-March-2018	Resources Trading Hub	Supply assorted tools for Coolgardie workshop and road crew	\$1,978
EFT14816	28-March-2018	Rmm Carpet Cleaning	February 2018 monthly cleaning of East, West and Depot	\$2,970
EFT14817	28-March-2018	Rsa Works	Technical Services works March 2018	\$13,250
EFT14818	28-March-2018	Satellite Television And Radio Australia	2 x 2.4 meter hi-gain RX only KU band hi-gain satellite dish	\$16,500
EFT14819	28-March-2018	Suez Environmental (Sita)	February 2018 monthly waste disposal. Residential and Commercial	\$18,609
EFT14820	28-March-2018	Taps Industries Pty Ltd	Tender# 06/16.	\$4,290
EFT14821	28-March-2018	Toll Ipec Pty Ltd	Freight charges	\$1,762
EFT14822	28-March-2018	Uniqco Group Of Companies	March Services	\$3,850
EFT14823	28-March-2018	Woolworths Group Limited	Supplies for the School Holiday Activity at Coolgardie Rec Centre	\$206
				\$615,333

Shire of Coolgardie
Payments by Delegated Authority
1 March 2018 to 31 March 2018

Chq/EFT	Date	Name	Description	Amount
DD5585.1	13-March-2018	North Superannuation	Payroll deductions	\$641
DD5585.2	13-March-2018	Rest Superannuation	Superannuation contributions	\$338
DD5585.3	13-March-2018	Wa Local Government Superannuation	Superannuation contributions	\$9,137
DD5585.4	13-March-2018	Bt Super For Life - Savings Account	Superannuation contributions	\$564
DD5585.5	13-March-2018	Australian Super	Superannuation contributions	\$1,891
DD5585.6	13-March-2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$309
DD5585.7	13-March-2018	Amp Signaturesuper	Superannuation contributions	\$209
DD5585.8	13-March-2018	Tasplan Super	Superannuation contributions	\$230
DD5585.9	13-March-2018	Twu Super	Superannuation contributions	\$211
DD5603.1	27-March-2018	North Superannuation	Payroll deductions	\$639
DD5603.2	27-March-2018	Rest Superannuation	Superannuation contributions	\$342
DD5603.3	27-March-2018	Wa Local Government Superannuation	Superannuation contributions	\$9,640
DD5603.4	27-March-2018	Bt Super For Life - Savings Account	Superannuation contributions	\$624
DD5603.5	27-March-2018	Australian Super	Superannuation contributions	\$1,998
DD5603.6	27-March-2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$301
DD5603.7	27-March-2018	Amp Signaturesuper	Superannuation contributions	\$210
DD5603.8	27-March-2018	Tasplan Super	Superannuation contributions	\$230
DD5603.9	27-March-2018	Twu Super	Superannuation contributions	\$212
DD5585.10	13-March-2018	First Choice Employer Super	Superannuation contributions	\$210
DD5603.10	27-March-2018	First Choice Employer Super	Superannuation contributions	\$205
				\$28,141

Shire of Coolgardie
Payments by Delegated Authority
Feb 2018- March 2018

Reference	Date	Description	Value	Card
JLT0905041	19-February-2018	Chez Jean-Claude Pat West Leedervi	\$14.00	
	19-February-2018	Maracoonda Hotel Redcliffe	\$196.50	
	19-February-2018	Maracoonda Hotel Redcliffe	\$173.50	
	19-February-2018	Civeo Pty Ltd Kambalda East	\$254.42	
	19-February-2018	Civeo Pty Ltd Kambalda East	\$381.63	
	19-February-2018	Oil & Spice Cafe Kambalda West	\$10.50	
	20-February-2018	Wilson Parking Per110 Subiaco	\$8.06	
	20-February-2018	Sienas Of Leederville Leederville	\$44.00	
	20-February-2018	Aroma Cafe Optima Osborne Park	\$19.30	
	20-February-2018	Adobe Acropo Subs 044-207-3650	\$22.65	
	20-February-2018	Thrifty Australia North Strathf	\$40.20	
	20-February-2018	Thrifty Australia North Strathf	\$103.90	
	20-February-2018	Thrifty Australia North Strathf	\$200.00	
	20-February-2018	City Of Kalgoorlie - B Kalgoorlie	\$10.00	
	21-February-2018	Thrifty Australia North Strathf	-\$200.00	
	21-February-2018	Perth Ambassador Perth	\$382.90	
	21-February-2018	City Of Stirling Stirling	\$3.00	
	21-February-2018	Virgin Aust 7951500225055 Spring Hill	\$3.45	
	21-February-2018	Virgin Aust 7952145301052 Spring Hill	\$265.00	
	22-February-2018	Caltex Star Mart Hig High Wycombe	\$11.41	
	26-February-2018	Dwer - Water Perth	\$544.00	
	01-March-2018	Merredin Motel And G Merredin	\$270.00	
	05-March-2018	Civeo Pty Ltd Kambalda East	-\$127.20	
	05-March-2018	Crown Promenade Pert Burswood	\$25.30	
	05-March-2018	Civeo Pty Ltd Kambalda East	\$127.20	
	05-March-2018	Crown Promenade Pert Burswood	\$538.38	
	06-March-2018	Airportrentals.Com Melbourne	\$105.69	
	07-March-2018	Monty/S Restaurant Kalgoorlie	\$42.50	
	07-March-2018	Civeo Pty Ltd Kambalda East	-\$125.95	
	14-March-2018	Qantas Airways Ltd (Ec Mascot	\$664.10	
	12-March-2018	Dropbox Fw7Yvpss59V5 Annual licence Fee	\$1,699.50	
	12-March-2018	Wotif Wotif.Com	\$99.00	
	12-March-2018	Monty/S Restaurant Kalgoorlie	\$48.50	
	09-March-2018	Thrifty Car Rental Mascot	\$385.00	
	08-March-2018	Thrifty Car Rental Mascot	-\$385.00	
	05-March-2018	Payment - Thank You	\$8,421.41	

Mar-18

Payments directly to Shire of Coolgardie	\$ 700.00
Payments to AMPAC debt recovery	\$ 8,236.45
Total received	\$ 8,936.45

Commissions	\$ 672.69
Costs	\$ 1,764.46
Total Paid to Ampac	\$ 2,437.15

11.1.8 Financial Activity Statement For The Period Ended 31 March 2018

Location:	Nil
Applicant:	Nil
File Reference:	NAM6000
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Martin Whitely, Consultant

Summary:

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31st March 2018 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 2018, 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:

- (bb) Management Report March 2018 [11.1.8.1]
- (cc) Monthly Financials - March 2018 [11.1.8.2]

Consultation:

James Trail, Chief Executive Officer
Jade Tarasinski, 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:

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

Strategic Implications:

Nil

Voting Requirement: Simple Majority

Officer Recommendation:

That Council receive the Financial Activity Statement for the period ending 31 March 2018 to be received.

COUNCIL RESOLUTION: #071/18

Moved: Councillor, K Lindup

Seconded: Councillor, B Logan

That Council receive the Financial Activity Statement for the period ending 31 March 2018 to be received.

CARRIED ABSOLUTE MAJORITY 5/0

Shire of Coolgardie

Management Report – Monthly Financials for period ended 31 March 2018

PENDING / OUTSTANDING ITEMS

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Business Activity Statement	Reconciliation	Nov 2017	At the time of preparing the Statement of Financial Activity it was noted the PAYG, GST Liability & GST asset accounts appeared to have high balances. It appears that not all of the transactions within these accounts have been cleared with each BAS lodgement	Reconciliation of all GST Asset & Liability accounts and PAYG to ensure the correct amounts have been lodged to the ATO.	HIGH	Pending	Requires urgent attention to avoid any potential areas of non-compliance. Will be completed prior to the interim audit being completed.	April 2018
General Ledger Allocations	Allocation of Income & Expenditure	Mar 2018	Many general ledger expense accounts allocated with a Job No's are used to allocate income against the accounts	Income and Expenditure to be allocated to separate general ledger accounts	HIGH	Pending	Amounts continue to be allocated to the incorrect Job No's which results in distorted financial data. Further training required in this area and will be addressed as part of the 2018/19 budget process.	May 2018
Payroll	Suspense Account	Jan 2018	Payroll Suspense account has not balanced since December 2017.	Payroll Suspense account must reconcile after each fortnightly payroll is processed	HIGH	Pending	The error has been rectified for the payrolls processed since March 2018, however errors from Dec 17 – Mar 18 still need to be corrected. This an issue directly related to the software that needs to be addressed by IT Vision.	April/May 2018

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Subsidiary Ledgers	Reconciliation	Sep 2017	Noted that the Trust ledger did not reconcile back to the Trust control account at the end of the period	All subsidiary ledgers to be reconciled to the general ledger at the end of the month and reviewed by senior management	MEDIUM	Pending	An item will be tabled at the May 2018 Ordinary Meeting (originally proposed for March 2018) seeking Council endorsement for transferring monies out of the trust account & reconcile back to the ledger and control accounts.	May 2018
Depreciation	Reconciliation	Dec 2017	The depreciation movement in the Statement of Financial Position agrees to the Asset Register, however the YTD depreciation expense in Asset Register varies to the general ledger	Investigation of transactions within the general ledger	MEDIUM	Pending	Reconciliation still to be completed. As depreciation is a non cash item other items will be given a higher priority.	May 2018
Debtors	Reconciliation	Jan 2018	While the Debtors Ledger and Debtors Control account reconcile there are a number of negative balances sitting in the Debtors Ledger	A review is required to reconcile all negative balances. Most negative balances need to be cleared unless a debtor has specifically requested to remain in credit.	MEDIUM	Pending	There are still negative debtor balances in the Debtors Ledger. Further reconciliation required to ensure all payments owed to the Shire are being transacted correctly.	May 2018
Prepayments	Allocation of Prior Years Expenditure	Mar 2018	Expenditure incurred in the 2016/17 financial year not allocated to the correct projects for the 2017/18 year	Transactions allocated to balance sheet accounts are cleared to general ledger accounts in a timely manner.	LOW	Completed / Ongoing	Insurance premiums paid by instalments need to be allocated in a timely manner to the relevant GL accounts to ensure these costs are being picked up in the monthly financial reporting.	May 2018

ONGOING / CLOSED ITEMS TO BE MONITORED

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Municipal Bank	Reconciliation	Sep 2017	During the compilation of previous Monthly financial Statements it was noted that the bank was unreconciled	All bank accounts are to be reconciled at the end of each month	HIGH	Closed / Ongoing	Reconciliations now completed on a regular basis, unknown deposits and payments are addressed in a timelier manner and the bank reconciliation is being monitored by several staff.	March 2018
Funding Surplus	Audit	Oct 2017	The Budgeted Opening Surplus differs to the 2016/17 audited Annual Report.	Correcting journals ensuring 2016/17 end of year audit adjustments have been completed	HIGH	Closed	The audited Opening Surplus was addressed during the budget review process. The budgeted opening surplus needs to be monitored and adjusted following the final audit.	March 2018
Credit Cards	General	Mar 2018	On review of the expenditure of Shire credit cards it was noted that on occasions there was a lack of sufficient supporting documentation	All credit card transactions must be accompanied by supporting documentation	HIGH	Pending	Recommended that all credit card statement summaries for each month are tabled for endorsement with other monthly payments.	March 2018
General Ledger Allocations	Allocation of Income & Expenditure	Mar 2018	Many general ledger expense accounts allocated with a Job No's are used to allocate income against the accounts	Income and Expenditure to be entered to separate general ledger accounts	HIGH	Pending	Results in distorted financial data. Further training required & will be addressed during 2018/19 budget process.	March 2018
Payroll	Reconciliation	Jan 2018	Gross Salaries & Wages do not reconcile in the general ledger	Unreconciled Salaries & Wages result in costs not be allocated to the correct programmes	MEDIUM	Closed / Ongoing	The issue was addressed during the budget review process and now reconciled. Monitoring required as part of normal fortnightly payroll reconciliation procedure.	March 2018

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Subsidiary Ledgers	Reconciliation	Sep 2017	Noted that the Outstanding Rates Debtors did not balance to the rates debtors control account at the end of the period	All subsidiary ledgers to be reconciled to the general ledger at the end of the month	MEDIUM	Closed / Ongoing	The Outstanding Rates Debtors and Rates Control needs to be monitored on a regular basis to ensure the accounts are reconciled on a monthly basis.	March 2018
Disposal of Assets	Reconciliation	Dec 2017	The proceeds and movement of the asset accounts for disposed assets do not reconcile to the asset disposal register	Asset disposal transactions within the general ledger to reconcile to the asset register	MEDIUM	Closed	Reconciliations were completed during Budget Review process.	March 2018
Valuations	Reconciliation	Oct 2017	No reconciliation of the values held in the rate book to the VGO valuation advices was available	A running valuation register reconciliation be maintained as interim rates are processed	MEDIUM	Ongoing	The rate book was reconciled to the VGO valuation advices in February 2018 prior to the interim rates being raised. Essential that valuations in the rate book are constantly reconciled back to the VGO reports.	Ongoing
Budget	Budget Input & Profiling	Mar 2018	Budget estimates have been entered at a monthly level and not all jobs have been allocated with a budget, rather some budget estimates are entered at general ledger account level.	The monthly reporting reflects pro rata apportionment. Recommended that budget profiling is completed & budgets allocated to Job No's.	MEDIUM	Pending	Some budget profiling has been completed during and post the budget review process. The main issue is that not all job no.'s have budgets allocated against them which makes it difficult for reporting at a service delivery level. Will be addressed in 2018/19 Budget.	April 2018
Creditors	Reconciliation	Jan 2018	Creditors Ledger & Control account reconcile however there are a number of negative balances	A review is required to reconcile all negative balances.	MEDIUM	Completed / Ongoing	All negative balances in the Creditors Control account have been addressed.	March 2018



SHIRE OF COOLGARDIE
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2018

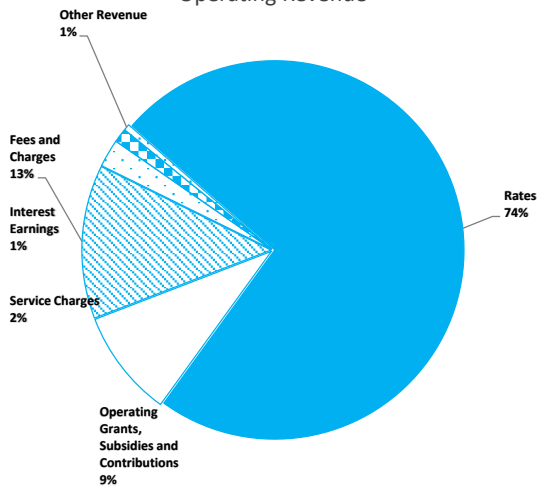
LOCAL GOVERNMENT ACT 1995
 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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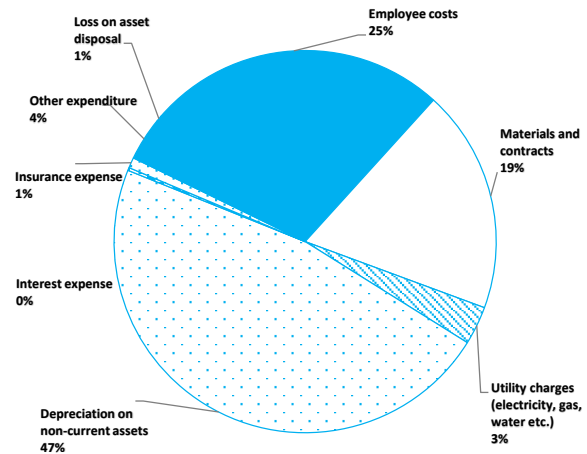
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Shire of Coolgardie
Information Summary
For the Period Ended 31 March 2018

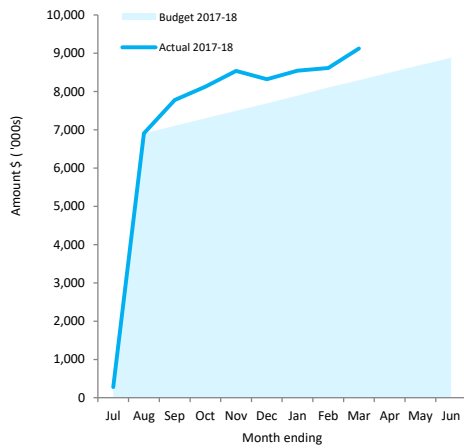
Operating Revenue



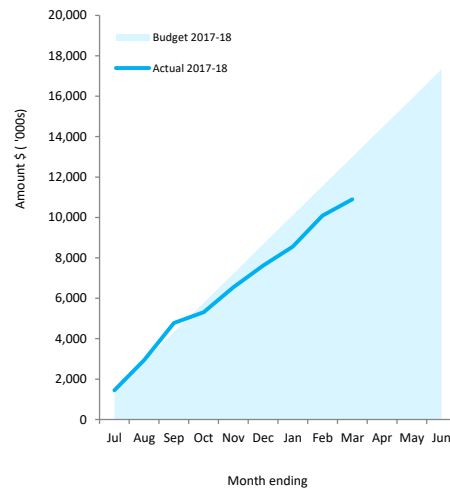
Operating Expenditure



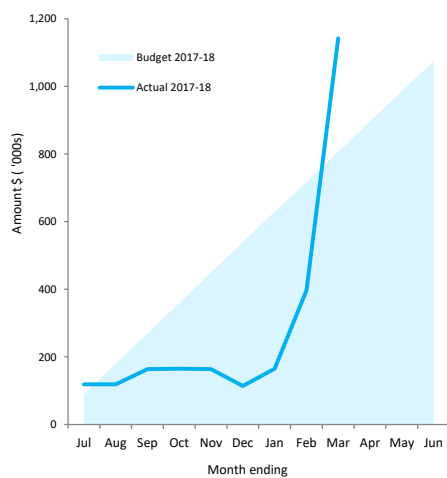
Budget Operating Revenues -v- YTD Actual



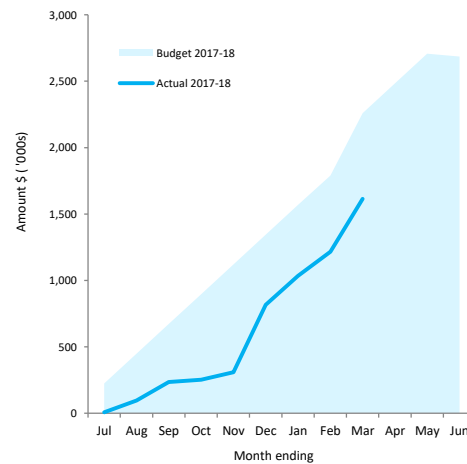
Budget Operating Expenses -v- YTD Actual



Budget Capital Revenue -v- YTD Actual



Budget Capital Expenses -v- YTD Actual



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

SHIRE OF COOLGARDIE
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 31 March 2018

	Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var .
		\$		\$	\$	\$	%	
Opening Funding Surplus(Deficit)	2	2,393,249	2,510,127	2,393,249	2,373,627	(19,622)	(1%)	
Revenue from operating activities								
General Purpose Funding		7,193,422	7,294,056	7,106,354	7,079,122	(27,231)	(%)	
Governance		9,500	9,500	7,119	20,974	13,855	195%	▲
Law, Order, Public Safety		24,735	24,735	18,531	19,576	1,045	6%	
Health		0	0	0	5,657	5,657	100%	
Education and Welfare		239,329	239,329	179,478	196,457	16,979	9%	
Housing		90,500	90,500	67,860	85,725	17,865	26%	▲
Community amenities		965,977	1,015,080	800,930	1,018,803	217,873	27%	▲
Recreation and Culture		244,687	266,622	169,777	176,501	6,724	4%	
Transport		67,512	254,684	191,016	370,866	179,850	94%	▲
Economic Services		44,156	199,814	33,102	111,801	78,699	238%	▲
Other Property and Services		0	0	0	28,099	28,099	100%	▲
		8,879,818	9,394,320	8,574,167	9,113,580	539,413	6%	
Expenditure from operating activities								
General Purpose Funding		(219,815)	(219,815)	(164,835)	(147,468)	17,367	11%	▲
Governance		(1,851,490)	(1,880,990)	(1,395,666)	(1,381,270)	14,396	1%	
Law, Order, Public Safety		(325,891)	(225,891)	(169,326)	(111,921)	57,405	34%	▲
Health		(179,493)	(169,493)	(121,743)	(82,914)	38,829	32%	▲
Education and Welfare		(300,323)	(300,323)	(225,189)	(160,898)	64,291	29%	▲
Housing		(240,378)	(240,378)	(180,180)	(164,965)	15,215	8%	▲
Community Amenities		(1,645,204)	(1,705,204)	(1,278,738)	(1,070,884)	207,854	16%	▲
Recreation and Culture		(2,843,524)	(2,653,524)	(1,989,831)	(1,866,014)	123,817	6%	▲
Transport		(8,995,512)	(7,610,512)	(5,707,674)	(5,274,413)	433,261	8%	▲
Economic Services		(659,361)	(835,019)	(509,382)	(572,815)	(63,433)	(12%)	▼
Other Property and Services		(67,010)	(59,010)	(44,100)	(63,692)	(19,592)	(44%)	▼
		(17,328,000)	(15,900,159)	(11,786,664)	(10,897,253)	889,411		
Operating activities excluded from budget								
Add back Depreciation		8,592,971	7,292,971	5,728,647	5,146,064	(582,583)	(10%)	▼
Adjust (Profit)/Loss on Disposal		125,153	25,153	93,861	9,292	(84,569)	(90%)	▼
Amount attributable to operating activities		269,942	812,285	2,610,011	3,371,684	761,673		
Investing activities								
Grants, Subsidies and Contributions		1,074,748	1,074,748	865,464	1,141,949	276,485	32%	▲
Proceeds from Disposal of Assets	3	314,500	364,500	209,667	349,073	139,407	66%	▲
Land & Buildings		(236,500)	(225,560)	(117,360)	(72,047)	45,313	39%	▲
Furniture & Equipment	3	0	(20,026)	0	(20,726)	(20,726)	(100%)	▼
Plant & Equipment	3	(320,000)	(366,720)	(245,250)	(84,616)	160,634	65%	▲
Roads	3	(1,573,733)	(1,923,733)	(1,480,206)	(1,166,980)	313,226	21%	▲
Drainage	3	(90,000)	(90,000)	(67,500)	(3,294)	64,206	95%	▲
Parks & Ovals	3	(385,000)	(385,000)	(288,729)	(199,442)	89,287	31%	▲
Footpaths	3	(80,000)	(80,000)	(59,994)	(2,278)	57,716	96%	▲
Sewerage	3	0	(70,000)	0	(63,635)	(63,635)	(100%)	▼
Infrastructure Other	3	0	(65,700)	0	(1,223)	(1,223)	(100%)	▼
Amount attributable to investing activities		(1,295,985)	(1,787,491)	(1,183,908)	(123,218)	1,060,690		
Financing activities								
Transfer from Reserves	7	723,735	930,655	0	0	0	0%	
Repayment of Debentures	9	(337,408)	(2,128,168)	(224,939)	(255,487)	(30,548)	(14%)	▼
Transfer to Reserves	7	(1,753,533)	(337,408)	0	0	0	0%	
Amount attributable to financing activities		(1,367,206)	(1,534,921)	(224,939)	(255,487)	(30,548)		
Closing Funding Surplus(Deficit)	2	0	(0)	3,594,413	5,366,606			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.

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

SHIRE OF COOLGARDIE
STATEMENT OF FINANCIAL ACTIVITY
By Nature or Type
For the Period Ended 31 March 2018

	Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening Funding Surplus(Deficit)	2	2,393,249	2,510,127	2,393,249	2,373,627	(19,622)	(1%)	
Revenue from operating activities								
Rates - General		6,722,613	6,510,825	6,677,794	6,706,304	28,510	0%	
Operating grants, subsidies and contributions		771,076	1,167,581	578,268	835,623	257,355	45%	▲
Fees and charges		1,165,623	1,465,408	874,080	1,196,840	322,760	37%	▲
Interest earnings		206,469	206,469	154,845	217,018	62,173	40%	▲
Other revenue		11,525	1,525	8,640	108,891	100,251	1160%	▲
Profit on disposal of assets		2,512	42,512	1,881	48,904	47,023	2500%	▲
		8,879,818	9,394,320	8,295,508	9,113,580	818,072		
Expenditure from operating activities								
Employee costs		(4,093,733)	(3,833,736)	(3,070,035)	(2,760,944)	309,091	10%	▲
Materials and contracts		(3,111,558)	(3,283,713)	(2,332,605)	(2,058,936)	273,669	12%	▲
Utility charges (electricity, gas, water etc.)		(603,402)	(603,402)	(452,349)	(353,674)	98,675	22%	▲
Depreciation on non-current assets		(8,592,971)	(7,292,971)	(6,444,639)	(5,146,064)	1,298,575	20%	▲
Interest expense		(48,229)	(48,229)	(36,162)	(26,490)	9,672	27%	
Insurance expense		(298,496)	(298,496)	(223,857)	(96,650)	127,207	57%	▲
Other expenditure		(451,947)	(471,947)	(338,904)	(396,298)	(57,394)	(17%)	▼
Loss on asset disposal		(127,665)	(67,665)	(95,742)	(58,197)	37,545	39%	▲
		(17,328,000)	(15,900,159)	(12,994,293)	(10,897,253)	2,097,040		
Operating activities excluded from budget								
Add back Depreciation		8,592,971	7,292,971	5,728,647	5,146,064	(582,583)	(7%)	▼
Add back (Profit)/Loss on Asset Disposal		125,153	25,153	93,861	9,292	(84,569)	(68%)	▼
Amount attributable to operating activities		269,942	812,285	1,123,723	3,371,684	2,247,961		
Investing activities								
Non-operating grants, subsidies and contributions		1,074,748	1,074,748	806,049	1,141,949	335,900	42%	▲
Proceeds from Disposal of Assets	3	314,500	364,500	209,667	349,073	139,407	66%	▲
Land & Buildings	3	(236,500)	(225,560)	(117,360)	(72,047)	45,313	39%	▲
Furniture & Equipment	3	0	(20,026)	0	(20,726)	(20,726)	(100%)	▼
Plant & Equipment	3	(320,000)	(366,720)	(245,250)	(84,616)	160,634	65%	▲
Roads	3	(1,573,733)	(1,923,733)	(1,480,206)	(1,166,980)	313,226	21%	▲
Drainage	3	(90,000)	(90,000)	(67,500)	(3,294)	64,206	95%	▲
Parks & Ovals	3	(385,000)	(385,000)	(288,729)	(199,442)	89,287	31%	▲
Footpaths	3	(80,000)	(80,000)	(59,994)	(2,278)	57,716	96%	▲
Sewerage	3	0	(70,000)	0	(63,635)	(63,635)	(100%)	▼
Infrastructure Other	3	0	(65,700)	0	(1,223)	(1,223)	(100%)	▼
Amount attributable to investing activities		(1,295,985)	(1,787,491)	(1,243,323)	(123,218)	1,120,105		
Financing activities								
Transfer from Reserves	7	723,735	930,655	0	0	0	0%	
Repayment of Debentures	9	(337,408)	(2,128,169)	(224,939)	(255,487)	(30,548)	(9%)	
Transfer to Reserves	7	(1,753,533)	(337,408)	0	0	0	0%	
Amount attributable to financing activities		(1,367,206)	(1,534,922)	(224,939)	(255,487)	(30,548)		
Closing Funding Surplus(Deficit)	2	(0)	(0)	2,048,710	5,366,606			

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

SHIRE OF COOLGARDIE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other

short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

SHIRE OF COOLGARDIE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2018

Note 1 (j) (Continued)

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement seal	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel Roads formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads Formation	not depreciated
pavement	50 years
Infrastructure Other	25 to 30 years
Parks, Reserves and Ovals	20 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping and drainage	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement

beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

SHIRE OF COOLGARDIE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2018

Note 1 (p) (Continued)

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Governance

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

General Purpose Funding

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

Education and Welfare

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

Housing

Provision and maintenance of elderly residents housing.

Community Amenities

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

Recreation and Culture

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

Transport

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

Economic Services

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

Other Property and Services

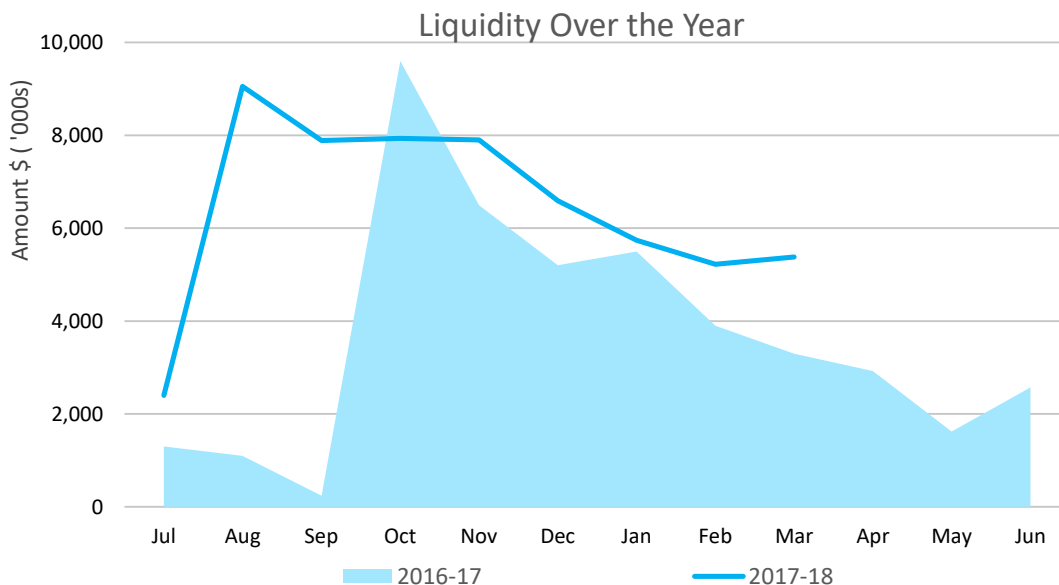
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2017	YTD 31 Mar 2017	YTD 31 Mar 2018
		\$	\$	\$
Current Assets				
Cash Municipal	4	1,557,749	2,124,080	3,691,476
Reserves		3,875,957	4,059,409	3,875,957
Receivables - Rates	5	1,236,330	2,068,119	1,524,943
Receivables - Other		137,191	204,225	1,054,102
Inventories		6,530	8,395	6,530
		6,813,757	8,464,229	10,153,007
Less: Current Liabilities				
Payables	6	(564,173)	(713,096)	(910,445)
Current portion long term borrowings		(337,292)	(76,876)	(81,804)
Provision - Long Service Leave		(124,693)	(151,047)	(142,607)
Provision - Annual Leave		(184,121)	(191,378)	(184,121)
Unadjusted net current assets		5,603,479	7,331,832	8,834,030
Less: Reserves - restricted cash		(3,875,957)	(4,059,409)	(3,875,957)
Add: Current portion long term borrowings		337,292	76,876	81,804
Add: Provision for Annual Leave		184,121	191,378	184,121
Add: Provision for Long Service Leave		124,693	151,047	142,607
Adjusted net current assets - surplus/(deficit)		2,373,627	3,691,724	5,366,605

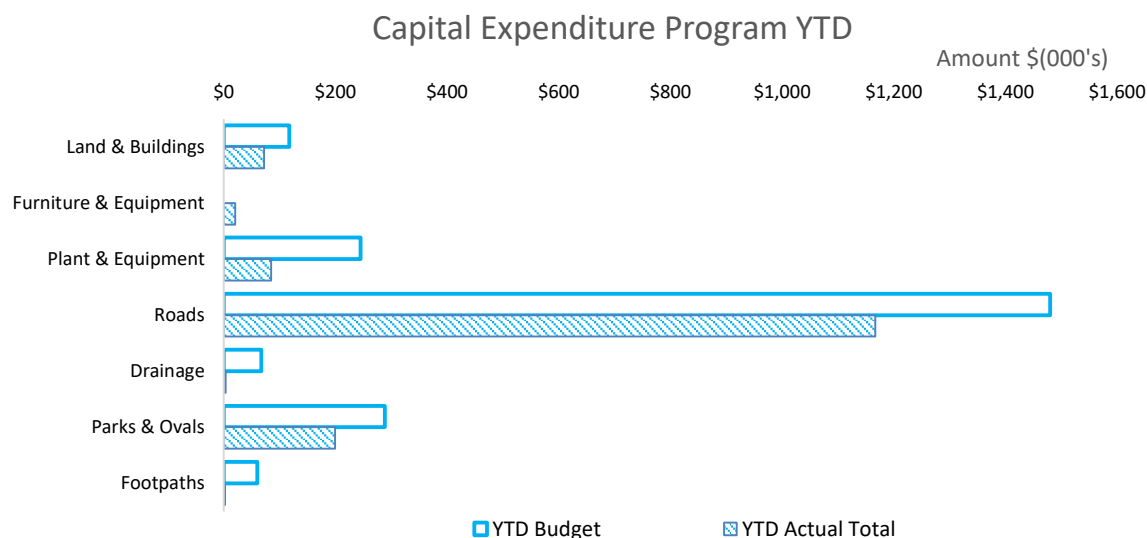
* Positive=Surplus (Negative=Deficit)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Summary Capital Acquisitions	Adopted Annual Budget	YTD Budget (a)	YTD Actual Total	Variance
	\$	\$	\$	\$
Land & Buildings	236,500	117,360	72,047	(45,313)
Furniture & Equipment	0	0	20,726	20,726
Plant & Equipment	320,000	245,250	84,616	(160,634)
Roads	1,573,733	1,480,206	1,166,980	(313,226)
Drainage	90,000	67,500	3,294	(64,206)
Parks & Ovals	385,000	288,729	199,442	(89,287)
Footpaths	80,000	59,994	2,278	(57,716)
Infrastructure Other	0	0	1,223	1,223
Sewerage	0	0	63,635	63,635
Capital Expenditure Totals	2,685,233	2,259,039	1,614,241	(644,798)
Capital Acquisitions Funded By				
Capital Grants and Contributions	1,074,748	747,771	1,141,949	
Other (Disposals & C/Fwd)	314,500	209,667	349,073	
Council Contribution - Cash Backed Reserves				
Land and Building Reserve	130,000	0	0	
Landfill Reserve	158,000	0	0	
IT and Communications Reserve	50,000	0	0	
Road Reserve	100,000	0	0	
Plant Reserve	205,000	0	0	
Council Contribution - Operations	652,985	1,301,601	123,218	
Capital Funding Total	2,685,233	2,259,039	1,614,241	



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 3. CAPITAL ACQUISITIONS

	Account / Job No.	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions					
Land & Buildings					
Coolgardie Recreation Centre - Stadium Floor	C11051	10,000	7,497	0	7,497
Kambalda Recreation Centre - Stadium Floor	C11150	9,500	7,119	0	7,119
Renewal 1 Gimlet Court	C13034	40,000	15,003	9,659	5,344
Coolgardie Information Bay - Entry	C12055	47,000	35,244	0	35,244
Coolgardie Depot Upgrade	C12045	0	0	0	0
Coolgardie Heritage Pavilion	C13026	60,000	0	46,538	(46,538)
Kambalda Depot Toilet Upgrade	C13033	70,000	52,497	6,790	45,707
ACQUISITION - LAND & BUILDINGS KAMBALDA RECREATION CENTRES	110987			9,060	(9,060)
Land & Buildings Total		236,500	117,360	72,047	45,313
Furniture & Equipment					
ACQUISITION - LAND & BUILDINGS KAMBALDA RECREATION CENTRES	040388			20,026	(20,026)
ACQUISITION - FURNITURE & EQUIPMENT KAMBALDA RECREATION	110988			700	(700)
Furniture & Equipment Total		0	0	20,726	(20,726)
Plant & Equipment					
Prime Mover (Sh)	C12020	240,000	180,000	0	180,000
Works Supervisor Ute 4X4	C12026	45,000	33,750	0	33,750
Kambalda Pool - Remedial Works	C11018	35,000	31,500	0	31,500
ACQUISITION - LIGHT PLANT	120489			84,616	(84,616)
Plant & Equipment Total		320,000	245,250	84,616	160,634
Roads					
King Street	R028	11,620	8,712	13,134	(4,422)
Macdonald Street	R029	21,215	15,903	18,446	(2,543)
Renou Street	R035	101,042	75,780	840	74,940
Jobson Street Construction	R036	90,136	67,599	28,988	38,611
Jobson Street Construction	BS36	0	0	0	0
Durkin Road Construction	R039	166,110	124,578	147,751	(23,173)
Serpentine Road Kambalda	R043	26,368	19,773	10,613	9,160
Jaurdi Hills Road Construction	R052	137,650	103,230	72,175	31,055
Ladyloch Road Construction	R053	324,900	243,675	60,118	183,557
Marianthus Road	R070	47,779	35,829	58,728	(22,899)
Quondong Road Construction	R077	52,043	39,024	44,016	(4,992)
Saltbush Street	R080	28,630	21,465	21,711	(246)
Hakea Street	R091	25,744	19,305	25,613	(6,308)
Salmon Gum Street - Capital	R100	15,328	11,493	14,273	(2,780)
Dodonea Drive	R104	19,675	14,751	20,473	(5,722)
Mallee Drive Construction	R105	102,190	76,635	79,492	(2,857)
Wildflower Road	R122	49,135	36,846	37,873	(1,027)
Kruseana Road	R126	34,030	25,515	35,416	(9,901)
Tip Road Kambalda (Dump Road)	R132	153,717	115,281	24,398	90,884
Construction Cave Hill Road	R155	124,560	93,420	91,635	1,785

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 3. CAPITAL ACQUISITIONS

	Account / Job No.	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions					
Taylor Street (Montana Homes)	R108	41,861	31,392	30,686	706
Carins Road	R156	0	0	1,198	(1,198)
Coolgardie North Road	R002	0	300,000	304,646	(4,646)
Hopbush Road	R110	0	0	24,759	(24,759)
Roads Total		1,573,733	1,480,206	1,166,980	313,226
Drainage					
West Kambalda Drainage Works	C12060	90,000	67,500	0	67,500
ACQUISITION - INFRASTRUCTURE KAMBALDA DRAINAGE	120108			3,294	(3,294)
Drainage Total		90,000	67,500	3,294	64,206
Parks & Ovals					
Playground Renewal	C11131	65,000	48,744	0	48,744
Tommy Talbot Park Renewal	C11117	43,000	32,247	0	32,247
Kambalda Entry Statement	C11130	70,000	52,497	0	52,497
Coolgardie Skate Park New Ramp	C11023	185,000	138,744	198,680	(59,936)
Coolgardie Gorge Surrounds	C13030	22,000	16,497	762	15,735
Parks & Ovals Total		385,000	288,729	199,442	89,287
Footpaths					
Footpath Construction - Renewal	RF001	80,000	59,994	751	59,243
Footpath Construction	C12002	0	0	1,326	(1,326)
Serpentine Road Footpath Construction	RF043	0	0	201	(201)
Footpaths Total		80,000	59,994	2,278	57,716
Infrastructure Other					
Caravan Rv Toilet Dumps	C001	0	0	1,223	(1,223)
Infrastructure Other Total		0	0	1,223	(1,223)
Sewerage					
Coolgardie Sewerage - Water Re-Use System	C10007	0	0	63,635	(63,635)
Infrastructure Other Total		0	0	63,635	(63,635)
Grand Total		2,685,233	2,259,039	1,614,241	644,798

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 3. CAPITAL DISPOSALS

Asset Number	Asset Description	YTD Actual				Adopted Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$		\$	\$	\$
	Plant and Equipment								
HV028	Mitsubishi 8 Wheel Tip Truck 2013	171,602	127,725		(43,877)	174,895	110,000	0	(64,895)
HV007	Mitsubishi Tip Truck					7,772	10,000	2,228	0
HV029	Fuso Tipper Truck	126,932	112,613		(14,320)	134,443	110,000	0	(24,443)
HV015	Hino Dutro 6500					14,318	10,000	0	(4,318)
HV008	Mitsubishi Prime Mover					20,715	15,000	0	(5,715)
HV023	Water Tanker (Semi Trailer) 1TLW416					21,732	10,000	0	(11,732)
HV030	2 Axle Pig Trailer 1TOT287	27,499	32,175	4,676		29,126	20,000	0	(9,126)
LV013	2007 Isuzu NPR 200 Truck	10,709	18,769	8,059		0	0	0	0
LV014	2008 Isuzu NPR 200 Truck	6,801	16,088	9,286		0	0	0	0
LV017	2007 Holden Rodeo	2,226	5,363	3,137		0	0	0	0
LV042	2014 VF Holden Commodore Evoke Sedan (MDS)					14,598	7,500	0	(7,098)
LV044	Holden Captiva LT Sedan (Diesel) (MAS)					7,338	7,000	0	(338)
LV045	2015 Nissan Patrol (MTS)	12,597	31,955	19,358		14,716	15,000	284	0
PE009	Wilson Slasher	0	2,640	2,640		0	0	0	0
PE047	Water Tanker (Semi Trailer) 1TLW416	0	1,748	1,748		0	0	0	0
		358,366	349,073	48,904	(58,197)	439,653	314,500	2,512	(127,665)

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

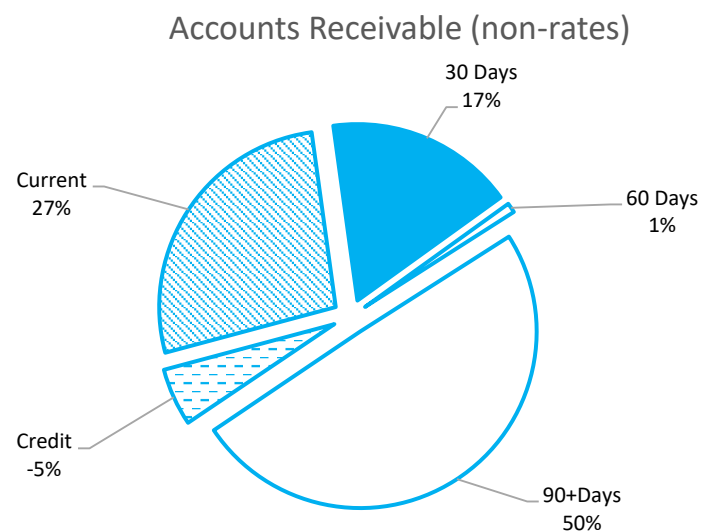
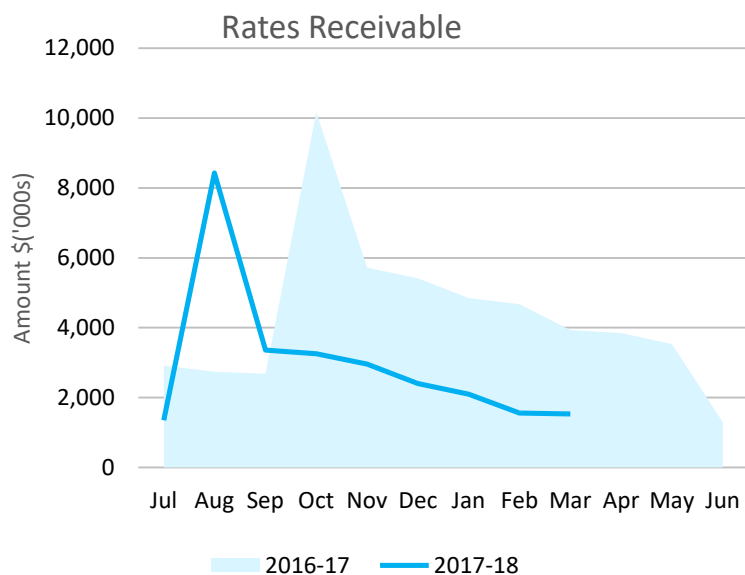
NOTE 4. CASH AND INVESTMENTS

Bank Accounts	Municipal	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Cash at Bank	481,156			481,156	ANZ	Variable	Cheque Acc
Cash on Hand	912			912			On hand
ANZ Online Saver 016719 2788642	3,003,851			3,003,851	ANZ	Variable	On going
NAB 9469 25119	332			332	NAB	Variable	On going
Trust			218,929	218,929	NAB	Variable	On going
(b) Term Deposits							
ANZ Online Saver 016719 4106557	205,224	3,875,957		4,081,181	ANZ	Variable	
Total	3,691,476	3,875,957	218,929	7,786,361			

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 5. RECEIVABLES

	YTD 31 Mar									
Receivables - Rates and Other Rates Receivable	2018	30 June 2017	Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total	
	\$	\$		\$	\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	1,242,940	1,302,455	Receivables - General	(22,079)	112,913	72,166	3,740	207,521	374,260	
Levied this year	6,456,097	6,250,455	Balances per Trial Balance							
Provision for Doubtful Debts	(2,225,472)	(1,920,519)	Sundry Debtors						399,380	
Less Collections to date	(3,948,622)	(4,389,451)	GST Receivable						384,731	
Equals Current Outstanding	1,524,943	1,242,940	Accrued Income/Payments in advance						269,990	
Net rates collectable (after provision)	1,524,943	1,242,940	Total Receivables General Outstanding						1,054,102	

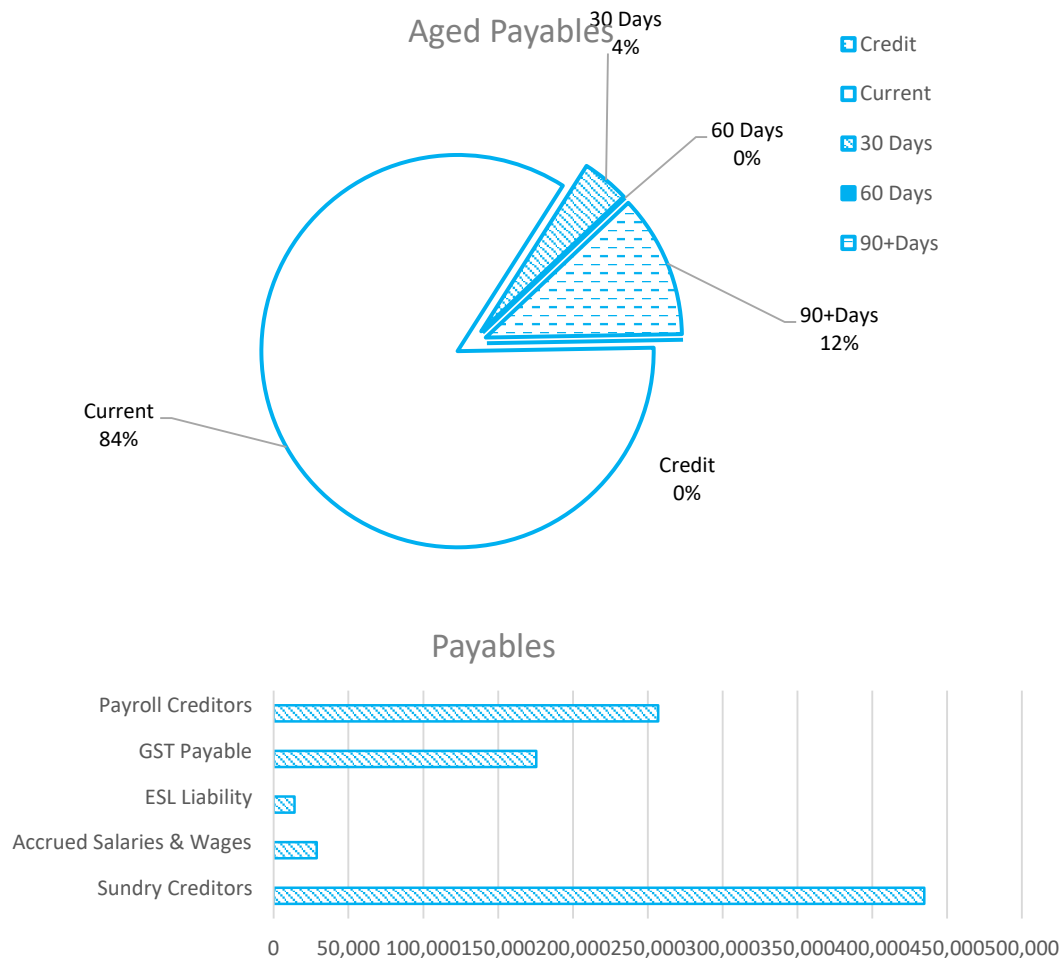


SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 6. PAYABLES

Payables	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	366,447	17,054	0	51,192	434,693
Balances per Trial Balance						
Sundry Creditors						434,693
Payables - Other						
Accrued Salaries & Wages						28,773
ESL Liability						14,017
GST Payable						175,441
Payroll Creditors						257,018
Sundry Creditors - Other						502
FESA Liability						
Total Payables - Other						475,751
					Total Payables	910,445

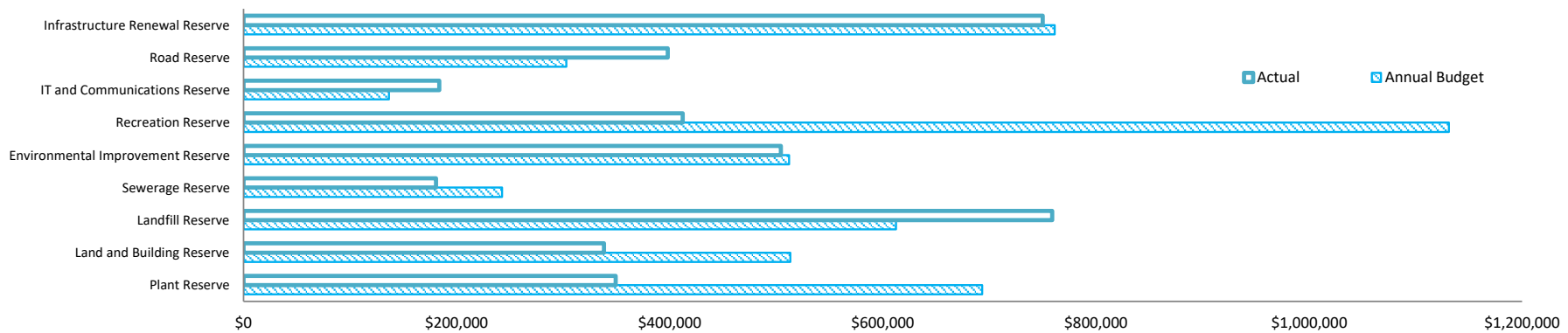
Amounts shown above include GST (where applicable)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 7. CASH BACKED RESERVES

Reserves	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Plant Reserve	349,337	4,363		544,500		(205,000)	0		693,200	349,337
Land and Building Reserve	338,232	5,073		300,000		(130,000)	0		513,305	338,232
Landfill Reserve	759,041	11,386		0		(158,000)	0		612,427	759,041
Sewerage Reserve	180,735	2,711		140,000		(80,735)	0		242,711	180,735
Environmental Improvement Reserve	504,366	7,565		0		0	0		511,931	504,366
Recreation Reserve	412,135	6,182		712,908		0	0		1,131,225	412,135
IT and Communications Reserve	183,832	2,757		0		(50,000)	0		136,589	183,832
Road Reserve	398,189	4,836		0		(100,000)	0		303,025	398,189
Infrastructure Renewal Reserve	750,090	11,251		0		0	0		761,342	750,090
	3,875,957	56,125	0	1,697,408	0	(723,735)	0		4,905,755	3,875,957



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 8. RATING INFORMATION

RATE	Rate in	Number of Properties	Rateable Value	YTD Actual				Adopted Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV Townsite	0.074652	1,134	16,276,872	1,214,986	(14,210)	0	1,200,776	1,215,104	0	0	1,215,104
UV Mining	0.220435	1,178	20,123,801	4,436,387	(25,415)	(4,893)	4,406,079	4,435,990	(1,290)	0	4,434,700
Rural	0.110513	27	1,174,514	105,376	0	0	105,376	129,799	0	0	129,799
Sub-Totals		2,339	37,575,187	5,886,547	(39,625)	(4,893)	5,712,231	5,780,893	(1,290)	0	5,779,603
Minimum Payment	Minimum \$										
GRV Townsite	694	661	4,204,823	460,122	0	0	460,122	458,734	0	0	458,734
UV Mining	437	676	687,217	295,412	0	0	295,412	295,412	0	0	295,412
Rural	684	14	13,500	9,576	0	0	9,576	9,576	0	0	9,576
Sub-Totals		1,351	4,905,540	765,110	0	0	765,110	763,722	0	0	763,722
Total		3,690	42,480,727	6,651,657	(39,625)	(4,893)	6,477,341	6,544,615	(1,290)	0	6,543,325
Concession							(21,244)				(32,500)
Total amount raised from general rates							6,456,097				6,510,825
Specified area rates							272,374				272,788
Total rates							6,728,471				6,783,613
Discounts on Rates							0				0
Write offs							(11,778)				(61,000)
Total rates and write off							6,716,693				6,722,613

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 9. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Actual	2017/18 Budget	2017/18 Actual	2017/18 Budget	2017/18 Actual	2017/18 Budget
			\$	\$	\$	\$	\$	\$
Community Amenities								
99 Coolgardie Effluent	31,291	0	13,172	17,691	18,119	13,600	811	1,443
Recreation and Culture								
111 KCRF Building	267,849	0	199,136	267,848	68,713	1	9,238	11,803
112 Aquatic Facilities	420,182	0	34,709	34,709	385,473	385,473	8,115	11,666
Economic Services								
113 Coolgardie Post Office	469,797	0	8,470	17,160	461,327	452,637	8,325	23,317
	1,189,119	0	255,487	337,408	933,632	851,711	26,490	48,229

All debenture repayments will be financed by general purpose revenue.

(b) New Debentures

There were no new debentures as at the reporting date.

(c) Unspent Debentures

Particulars	Purpose of the loan	Year loan taken	Amount b/fw	2017/18 Budget	2017/18 Actual	2017/18 Budget Balance	2017/18 Budget Balance
			\$	\$	\$	\$	\$
Loan 113	Coolgardie Post Office	2014	197,677	0	0	197,677	197,677

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 10. GRANTS AND CONTRIBUTIONS

	Grant Provider	Type	Opening Balance (a)	Adopted Budget		YTD Budget	Annual Budget	YTD Actual		Unspent Tied Grants (a)+(b)+(c)
				Operating	Capital			Revenue (b)	(Expended) (c)	
				\$	\$	\$	\$	\$	\$	\$
General purpose funding										
Grants Commission - General	WALGGC	Operating		469,245		0		351,934		351,934
Grants Commission - Roads	WALGGC	Operating		0		0		0		0
Account Enquiry Fees		Operating		18,733		0		2,260		2,260
Other General Purpose Funding		Operating		0		0		500		500
Fees And Charges - Administration		Operating		4,400		0		0		0
Fees And Charges - Administration		Operating		13,200		0		0		0
Income - Fuel Tax Credits		Operating		0		0		0		0
Rates Recovery Legal Fees - With Gst		Operating		65,116		0		40,665		40,665
Governance										
Income - Other Governance		Operating		0		0		2,273		2,273
Income - Other Governance		Operating		0		0		820		820
Income - Other Governance		Operating		0		0		329		329
Income - Contributions for Community Chest Grant		Operating		0		0		3,227		3,227
Other Governance		Operating		0		0		455		455
Law order and public safety										
Fire Prevention		Operating		0		0		0		0
Income FESA Grants	DFES	Operating		6,478		0		4,806		4,806
Health										
Other Health		Operating		0		0		140		140
Pest Control		Operating		0		0		4,040		4,040
Education and welfare										
Income Grants - Kambalda Resource Centre		Operating		111,189		0		88,808		88,808
Other Income - Kambalda Resource Centre		Operating		0		0		322		322
Other Income - Kambalda Resource Centre		Operating		0		0		1,530		1,530
Income grants - Coolgardie Resource Centre		Operating		106,740		0		82,620		82,620
Kambalda Resource Centre		Operating		0		0		0		0
Housing										
Income - Staff Housing		Operating		0		0		46		46
Income - Other Housing		Operating		0		0		3,686		3,686
Income - Other Housing		Operating		0		0		383		383
Recreation and culture										
Income Clubs and Amenities		Operating		0		0		8,346		8,346
Income - Contributions		Non-Operating			0	0		0		0
Income - Contributions		Non-Operating			96,909	0		96,909		96,909

NOTE 10. GRANTS AND CONTRIBUTIONS

	Grant Provider	Type	Opening Balance (a)	Adopted Budget		YTD Budget	Annual Budget	YTD Actual		Unspent Tied Grants (a)+(b)+(c)
				Operating	Capital			Revenue (b)	(Expended) (c)	
				\$	\$	\$	\$	\$	\$	\$
Other Recreation & Culture		Operating		0		0		0		0
Kambalda Recreation Centre		Operating		0		0		5,800		5,800
Kambalda Recreation Centre		Operating		0		0		455		455
Transport										
Income Roads - Regional Road Group	MRWA RRG	Operating		0		0		0		0
Roads Income - Roads to Recovery	Department of Transport	Non-Operating			462,888	0		845,040		845,040
Income Roads - Blackspot	MRWA	Non-Operating			161,860	0		0		0
Direct Grant - Regional Road Group	MRWA	Non-Operating			400,000	0		200,000		200,000
Direct Grant - Regional Road Group	MRWA	Non-Operating		0		0		0		0
Road Maintenance		Operating - Tied		65,000		0		68,472		68,472
Street Lighting		Operating		0		0		4,367		4,367
Other Transport		Operating		147,172		0		97,673		97,673
Economic services										
Grant Income - GEDC - Post Office upgrade business case		Operating		0		0		0		0
Income Tourism Grant		Operating		0		0		0		0
Other Economic Services		Operating		0		0		44		44
Regional Records Facility		Operating		0		0		48,000		48,000
Other property and services										
Income - Workers Compensation		Operating		0		0		3,945		3,945
Income - Fuel Tax Credits		Operating		0		0		0		0
Income - Fuel Tax Credits		Operating		11,609		0		6,365		6,365
Finance/Administration and Associated Costs		Operating		0		0		0		0
Finance/Administration and Associated Costs		Operating		0		0		0		0
Miscellaneous Income		Operating		0		0		3,129		3,129
Income - Contributions & Donations		Operating		0		0		182		182
Finance/Administration and Associated Costs		Operating		0		0		0		0
TOTALS			0	1,018,882	1,121,657	0	0	1,977,572	0	1,977,572
SUMMARY										
Operating	Operating Grants, Subsidies and Contributions		0	953,882	0	0	0	767,151	0	767,151
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	65,000	0	0	0	68,472	0	68,472
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,121,657	0	0	1,141,949	0	1,141,949
TOTALS			0	1,018,882	1,121,657	0	0	1,977,572	0	1,977,572

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Adopted Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus(Deficit)				2,393,249
120489	Waste Coordinator Utility	Resolution #163/17	Capital Expenditure			(39,720)	2,353,529
721000	Transfer from Plant Reserve (Waste Coordinator)	Resolution #163/17	Capital Revenue	39,720			2,393,249
C10007	Coolgardie Sewerage Water Re-use System	Resolution #246/17	Capital Expenditure			(70,000)	2,323,249
724000	Transfer from Sewerage Reserve (Water Re-use System)	Resolution #246/17	Capital Revenue	70,000			2,393,249
040204	Doc Assembler Software Package	Resolution #285/17	Operating Expenditure			(12,000)	2,381,249
040308	Doc Assembler Software Package	Resolution #285/17	Operating Expenditure			(19,500)	2,361,749
730000	Transfer from IT & Communications Reserve	Resolution #285/17	Capital Revenue	31,500			2,393,249
040120	Consultancy Governance - CEO Removal Costs	Resolution #295/17	Operating Expenditure	5,500			2,398,749
040100	Executive Services - CEO Removal Costs	Resolution #295/17	Operating Expenditure			(5,500)	2,393,249
040170	Kambalda & Coolgardie Men's Shed	Resolution #254/17	Operating Expenditure			(20,000)	2,373,249
	Opening Surplus as per audited financial statements	Resolution #050/18	Opening Surplus	116,878			2,490,127
030116	Rates Concessions for O'Dea Ward	Resolution #050/18	Operating Revenue			(300,916)	2,189,211
302005	Provn for Doubtful Debts - O'Dea Ward Concessions	Resolution #050/18	Balance Sheet			300,916	2,490,127
030189	Rates Legal Fees Recovered	Resolution #050/18	Operating Revenue			(80,000)	2,410,127
032075	Grants Commission - Financial Assistance Grants	Resolution #050/18	Operating Revenue	190,634			2,600,761
140780	Fuel Tax Credits	Resolution #050/18	Operating Revenue			(10,000)	2,590,761
040100	Salaries & Wages	Resolution #050/18	Operating Expenditure	50,000			2,640,761

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Adopted Budget Running Balance
				\$	\$	\$	\$
040308	Legal Costs	Resolution #050/18	Operating Expenditure			(40,000)	2,600,761
050209	Animal Control Kambalda	Resolution #050/18	Operating Expenditure		40,000		2,640,761
050308	Law, Order & Public Safety - Salaries & Wages	Resolution #050/18	Operating Expenditure		60,000		2,700,761
070509	Mosquito & Other Pest Control	Resolution #050/18	Operating Expenditure		10,000		2,710,761
100108	Kambalda Refuse Site	Resolution #050/18	Operating Expenditure			(50,000)	2,660,761
723000	Kambalda Refuse Site - Compliance Consultancy	Resolution #050/18	Capital Revenue		30,000		2,690,761
100110	Kambalda Refuse Site - Compliance Consultancy	Resolution #050/18	Capital Expenditure			(30,000)	2,660,761
100175	Kambalda Tip Fees	Resolution #050/18	Operating Revenue		40,000		2,700,761
100176	Coolgardie Tip Fees	Resolution #050/18	Operating Revenue		40,000		2,740,761
100177	Contract Waste Income	Resolution #050/18	Operating Revenue			(28,008)	2,712,753
100274	Bin Service Charges - Reversal of Shire Properties	Resolution #050/18	Operating Revenue			(30,000)	2,682,753
100376	Income Pedestals	Resolution #050/18	Operating Revenue			(16,617)	2,666,136
100608	Town Planning & Regional Development	Resolution #050/18	Operating Expenditure			(20,000)	2,646,136
100668	Town Planning & Development Application Fees	Resolution #050/18	Operating Revenue		43,728		2,689,864
100709	Public Conveniences	Resolution #050/18	Operating Expenditure		10,000		2,699,864
110585	Capital Grants - Department of LG, Sport & Cultural	Resolution #050/18	Capital Revenue		46,909		2,746,773
110508	Coolgardie Parks & Gardens	Resolution #050/18	Operating Expenditure		40,000		2,786,773
110515	Kambalda West Parks & Gardens	Resolution #050/18	Operating Expenditure		50,000		2,836,773
110516	Kambalda East Parks & Gardens	Resolution #050/18	Operating Expenditure		50,000		2,886,773

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Adopted Budget Running Balance
				\$	\$	\$	\$
110675	Clubs & Amenities Income	Resolution #050/18	Operating Revenue			(15,000)	2,871,773
110800	Coolgardie Recreation Centre	Resolution #050/18	Operating Expenditure		30,000		2,901,773
110903	Cashless Card Scheme	Resolution #050/18	Operating Revenue		71,764		2,973,537
110920	Cashless Card Scheme	Resolution #050/18	Operating Expenditure			(71,764)	2,901,773
130208	Coolgardie Visitor Centre	Resolution #050/18	Operating Expenditure			(30,000)	2,871,773
110900	Kambalda Recreation Centre	Resolution #050/18	Operating Expenditure		20,000		2,891,773
110901	Kambalda Rec Centre - Fees & Charges	Resolution #050/18	Operating Revenue			(20,000)	2,871,773
110902	Kambalda Rec Centre - Gym Fees & Charges	Resolution #050/18	Operating Revenue			(10,000)	2,861,773
111090	Contribution received towards Toorak TV Facility	Resolution #050/18	Operating Revenue		20,026		2,881,799
040388	Maintenance at Toorak TV Facility	Resolution #050/18	Capital Expenditure			(20,026)	2,861,773
120217	Footpath Maintenance	Resolution #050/18	Operating Expenditure		25,000		2,886,773
R002	Coolgardie North Road	Resolution #050/18	Capital Expenditure			(300,000)	2,586,773
120245	Depreciation - Roads	Resolution #050/18	Non Cash Item	1,300,000			2,586,773
120275	Limited Cartage Campaign	Resolution #050/18	Operating Revenue		147,172		2,733,945
120475	Proceeds from Sale of Assets	Resolution #050/18	Operating Revenue		50,000		2,783,945
130625	Regional Records Facility	Resolution #050/18	Operating Revenue		83,894		2,867,839
130625	Regional Records Facility	Resolution #050/18	Operating Expenditure			(83,894)	2,783,945
740000	Limited Cartage Campaign (Transfer to Reserves)	Resolution #050/18	Capital Revenue			(147,172)	2,636,773
120377	Profit/Loss on Sale of Assets	Resolution #050/18	Non Cash Item	100,000			2,636,773

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Adopted Budget Running Balance
				\$	\$	\$	\$
130109	Rural Services	Resolution #050/18	Operating Expenditure		10,000		2,646,773
040200	Finance & Admin Salaries & Wages	Resolution #050/18	Operating Expenditure			(50,000)	2,596,773
140208	Salaries & Wages	Resolution #050/18	Operating Expenditure			(60,000)	2,536,773
140308	Plant Fuel & Oil	Resolution #050/18	Operating Expenditure		30,000		2,566,773
140310	Plant Parts & Repairs	Resolution #050/18	Operating Expenditure		40,000		2,606,773
140311	Internal Repair Wages	Resolution #050/18	Operating Expenditure		60,000		2,666,773
140602	Gross Salaries & Wages	Resolution #050/18	Non Cash Item	(3,600,000)			2,666,773
140603	Gross Salaries & Wages Allocated	Resolution #050/18	Non Cash Item	3,600,000			2,666,773
C11018	Kambalda Pool Remedial Works	Resolution #050/18	Capital Expenditure			(7,000)	2,659,773
C13031	Housing - 1 Gimlet Court, Kambalda	Resolution #050/18	Capital Expenditure		20,000		2,679,773
110987	Kambalda Day Care (Painting)	Resolution #050/18	Operating Expenditure			(9,060)	2,670,713
C14000	Coolgardie Satellite Dishes	Resolution #050/18	Capital Expenditure			(35,700)	2,635,013
721000	Transfer from Plant Reserve - Coolgardie Satellite Dishes	Resolution #050/18	Capital Revenue		35,700		2,670,713
R110	Hopbush Road - Reseal	Resolution #050/18	Capital Expenditure			(50,000)	2,620,713
	Transfer to Reserves	Resolution #050/18	Capital Revenue			(227,464)	2,393,249
Adopted Budget Cash Position as per Council Resolution							2,393,249

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 12. TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31 Mar 18
	\$	\$	\$	\$
Bonds	137,095	1,002	(21,020)	117,077
BRB Building Levy	3,366	8,720	(8,262)	3,824
Election Nominations	200	720	(640)	280
BCITF Training Levy	5,761	14,637	(7,403)	12,995
Held for Clubs	43,729	0	0	43,729
Miscellaneous Monies	22,955	30,037	(24,866)	28,126
Unknown deposits	1,680	11,218	0	12,898
	214,786	66,334	(62,191)	218,929

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

NOTE 12. EXPLANATION OF MATERIAL VARIANCES

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$10,000 and 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Housing	17,865	26%	▲	Timing	Other Housing Rental
Community amenities	217,873	27%	▲	Timing	Refuse Site Income, Skate Park Grant & Town Planning Fees will be permanent positive variances
Transport	179,850	94%	▲	Timing	Haulage contributions to be transferred to reserves
Economic Services	78,699	238%	▲	Permanent	Regional Records Facility and Additional Building Fees & Charges
Other Property and Services	28,099	100%	▲	Timing	Licensing Commissions (need to be re-allocated)
Expenditure from operating activities					
General Purpose Funding	17,367	11%	▲	Timing	Allocation of Staff Salaries
Law, Order, Public Safety	57,405	34%	▲	Permanent	Animal Control
Health	38,829	32%	▲	Timing	Pest Control & Preventative Services
Education and Welfare	64,291	29%	▲	Timing	Kambalda Resource Centre - Allocation of Salaries
Community Amenities	207,854	16%	▲	Permanent	Sewerage Operations - balance of funds to be transferred to reserves
Recreation and Culture	123,817	6%	▲	Permanent	Parks & Gardens
Transport	433,261	8%	▲	Permanent	Depreciation of Roads (Non Cash)
Economic Services	(63,433)	(12%)	▼	Timing	Budget Profiling
Other Property and Services	(19,592)	(44%)	▼	Timing	Allocation of Overheads & Plant Operation Costs
Operating activities excluded from budget					
Add back Depreciation	(582,583)	(10%)	▼	Permanent	Depreciation of Roads (Non Cash)
Adjust (Profit)/Loss on Disposal	(84,569)	(90%)	▼	Permanent	Full Year Loss on Sale unlikely to be realised (Non Cash)
Amount attributable to operating activities					
Investing activities					
Grants, Subsidies and Contributions	276,485	32%	▲	Timing	RTR Funding
Proceeds from Disposal of Assets	139,407	66%	▲	Permanent	Additional proceeds from sale of assets
Furniture & Equipment	(20,726)	(100%)	▼	Timing	Maintenance for TV Facilities (offset by funding received)
Plant & Equipment	160,634	65%	▲	Timing	Budgeted Heavy Pant still to be purchased
Parks & Ovals	89,287	31%	▲	Timing	Capital projects still to be completed
Footpaths	57,716	96%	▲	Timing	Footpath Renewal program still to be completed
Sewerage	(63,635)	(100%)	▼	Permanent	Coolgardie Water Re-use system

11.1.9 Extraordinary Election

Location:	Nil
Applicant:	Nil
File Reference:	NAM6003
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Martin Whitely, Consultant

Summary:

This report recommends that Council select a date and method for the purpose of conducting an Extraordinary Council Election.

Background:

As Council are all aware, fellow Councillor Mr Robert (Bob) Kippin was tragically killed in an accident on Saturday 31 March 2018. Section 4.8 of the *Local Government Act 1995* (the Act) provides that in the event of the office of councillor becoming vacant under sections 2.32 or 2.33 of the Act, an election to fill the office is to be held. Section 4.9 of the Act states where any poll needed for an extraordinary election is to be held, a day is to be decided on and fixed by the council at a meeting held within one month after the vacancy occurs.

Comment:

Section 4.61 of the Act outlines the process for Council selecting an election process. Essentially Council have the choice of conducting an In-Person election themselves, or appointing the West Australian Electoral Commission ("WAEC") to conduct a Postal election on behalf of the Council. Council has previously elected to use the WAEC to run a postal election in 2015 and conducted the electoral process In Person in both 2013 and 2017.

There are arguments both for and against Postal or In Person elections. Essentially postal elections are seen to have a greater turnout than In Person elections, whilst on the other side of the debate the In-Person elections are often seen to have a greater focus on involving and interacting with electors living the district.

The obvious difference between the two is the cost associated with having a Postal election versus the cost of having an In-Person election. As a guide, the estimated cost for the 2017 Ordinary election utilising the West Australia Electoral Commission for a postal election was approximately \$18,000 (GST Inc.). This pricing was based on having 4 vacancies. Given there will only be the 1 vacancy this cost would be reduced but would still be near \$10,000 plus other costs associated with advertising and promotional material.

The statutory requirements for the conduct of an election requires a minimum lead up time of 70 days, meaning the earliest date an election could be held would be Saturday 7 July 2018, providing State-wide advertising was given on Saturday 28 April 2018.

Selecting a date several weeks later, such as Saturday 21 July 2018 would allow more time for advertising as well as leave Council the option of approaching the WAEC by Wednesday 2 May 2018 to conduct a Postal election should Council chose to go down this path.

Under section 4.20 of the Act, the Chief Executive Officer of Shire is automatically the returning officer, except if Council, with the approval of the Electoral Commissioner, appoints someone else.

Council also have the option under section 4.17 of the Act, with the approval of the Electoral Commissioner, to apply to allow the vacancy to remain unfilled when at least 80% of the number of offices of member of the council in the district are still filled. In that case, the vacancy would remain unfilled until the next ordinary election. Given that the next ordinary election will not be until October 2019, this does not appear to be the best option.

Attachments:

(dd) Proposed Extraordinary Election Timetable [11.1.9.1]

Consultation:

James Trail, Chief Executive Officer

Statutory Environment:

Local Government Act 1995

2.32 How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

- (a) dies; or
- (b) resigns from the office; or
- (c) does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office; or
- (d) advises or accepts under section 2.27 that he or she is disqualified, or is declared to be disqualified by the State Administrative Tribunal acting on an application under section 2.27; or
- (da) is disqualified by an order under section 5.113, 5.117 or 5.119 from holding office as a member of a council; or
- (e) becomes the holder of any office or position in the employment of the local government; or
- (f) having been elected to an office of councillor, is elected by the electors to the office of mayor or president of the council.

4.8 Extraordinary elections

- (1) If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.
- (2) An election is also to be held under this section if section 4.57 or 4.58 so requires.
- (3) An election under this section is called an extraordinary election.
[Section 4.8 amended by No. 2 of 2012 s. 10.]

4.9 Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or

(b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

(2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

(3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —

(a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and

(b) advise the CEO of the day fixed.

4.17 Cases in which vacant offices can remain unfilled

(1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

(2) If a member's office becomes vacant under section 2.32 —

(a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but

(b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

(3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

** Absolute majority required.*

(4A) Subsection (3) applies —

(a) if —

(i) the office is for a district that has no wards; and

(ii) at least 80% of the number of offices of member of the council in the district

are still filled;

or

(b) if —

(i) the office is for a ward for which there are 5 or more offices of councillor; and

(ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

[Section 4.17 amended by No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

4.20 CEO to be returning officer unless other arrangements made

(1) Subject to this section the CEO is the returning officer of a local government for each election.

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —

(a) an election; or

(b) all elections held while the appointment of the person subsists.

** Absolute majority required.*

(3) An appointment under subsection (2) —

(a) is to specify the term of the person's appointment; and

(b) has no effect if it is made after the 80th day before an election day.

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

** Absolute majority required.*

(5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61 Choice of methods of conducting election

(1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

** Absolute majority required.*

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

(5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

[Section 4.61 amended by No. 64 of 1998 s. 25; No. 49 of 2004 s. 16(4) and 32(5).]

4.62. Polling places required

(1) For every election in a district or a ward the returning officer is to ensure that there will be at least one polling place in the district that is open between 8 a.m. and 6 p.m. on election day.

(2) For a voting in person election in a district that is divided into wards, the returning officer is to ensure that there will be at least one polling place in each ward that is open between 8 a.m. and 6 p.m. on election day unless the returning officer determines that, in respect of a particular ward, it is not necessary or not practicable —

(a) to open a polling place in that ward on election day; or

(b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on election day.

(3) For a voting in person election in a ward the returning officer is to ensure that there will be at least one polling place in the ward that is open between 8 a.m. and 6 p.m. on election day unless the returning officer determines that it is not necessary or not practicable —

- (a) to open a polling place in that ward on election day; or
- (b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on election day.

4.63. Presiding and other officers, appointment of

- (1) The electoral officers appointed by the returning officer are to include a presiding officer and one or more other electoral officers for each polling place.
- (2) The returning officer may appoint himself or herself to be the presiding officer for a polling place.

4.64. Public notice about election

- (1) As soon as practicable after preparations for the election have been completed (but not later than on the 19th day before election day) the returning officer is to give State-wide public notice about the election in accordance with regulations including details of how, when and where the election will be conducted and who the candidates are.
- (2) The State-wide public notice is called the election notice.

Policy Implications:

Nil

Financial Implications:

There is a financial cost of approximately \$10,000 if Council were to appoint the West Australian Electoral Commission to conduct a Postal Election. There is also a further cost of approximately \$5,000 for advertising and promotion costs for either option. There are sufficient funds in the budget for Council to choose either an In Person or Postal election.

Strategic Implications:

Cohesive and engaged community

Develop a cohesive approach to community development across the Shire

Diversified and strengthened local economy

Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents

Solutions focussed and customer oriented organisation

Development of Shire's resources to provide optimum benefit to the community
Effective communication and engagement processes
High quality corporate governance, accountability and compliance.

Voting Requirement:

Absolute Majority

Officer Recommendation:

That Council,

1. In accordance with section 4.61(1) of the Local Government Act 1995 declare that the method of conducting the Extraordinary Election will be as a voting in person election.
2. That the "In Person" Extraordinary Council Election will be held on Saturday 21 July 2018.
3. Endorses the Extraordinary Election Timetable as attached, and
4. Authorises the Chief Executive Officer as the Returning Officer in accordance with section 4.20 of the Local Government Act 1995 to carry out the duties required to conduct the Election

COUNCIL RESOLUTION: #072/18

Moved: Councillor, K Lindup

Seconded: Councillor, N Karafilis

That Council,

1. In accordance with section 4.61(1) of the Local Government Act 1995 declare that the method of conducting the Extraordinary Election will be as a voting in person election.
2. That the "In Person" Extraordinary Council Election will be held on Saturday 21 July 2018.
3. Endorses the Extraordinary Election Timetable as attached, and
4. Authorises the Chief Executive Officer as the Returning Officer in accordance with section 4.20 of the Local Government Act 1995 to carry out the duties required to conduct the Election

CARRIED ABSOLUTE MAJORITY 5/0

Elections Timetable Template

Local Government Ordinary/Extraordinary and Other Elections

Enter election date>> **21/07/2018**

Note: Please manually adjust dates in the 'Date' column which fall on a public holiday to the next business day.

	Days from Polling Day	Election Activities or Events	Relevant Act sections or Regulations	Day	Date
Close of Rolls	273 to 92	If an elected member's office becomes vacant on or between these days, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary election.	LGA s4.16(4) LGA s4.17(2)	Sat to Fri	21/10/2017 to 20/04/2018
	91	If an elected member's office becomes vacant on or after this day the vacancy will remain unfilled until the ordinary election.	LGA s4.16(2)(3) LGA s4.17(1)	Sat	21/04/2018
	80	Last day for local governments to gain agreement from the Electoral Commissioner to conduct the election (compulsory if intent is to hold a postal election).	LGA s4.20 (2)(3)(4) LGA s4.61 (2)(4)	Wed	2/05/2018
	80	A decision for the Electoral Commissioner to conduct the election cannot be rescinded after this day.	LGA s4.20(6) LGA s4.61(5)	Wed	2/05/2018
	70 to 56	Between these days, the CEO of the local government is to give Statewide public notice of the closing date and time for elector enrolments.	LGA s4.39(2)	Sat to Sat	12/05/2018 to 26/05/2018
	56	Last day for the local government's CEO to advise the Electoral Commissioner of the need to prepare an updated residents roll.	LGA s4.40(1)	Sat	26/05/2018
	56	Advertising may begin for council nominations from 56 days, and no later than 45 days, before election day.	LGA s4.47(1)	Sat	26/05/2018
	50	Close of Rolls – 5.00pm	LGA 4.39(1)	Fri	1/06/2018
	45	Last day for advertisement to be placed calling for council nominations.	LGA s4.47(1)	Wed	6/06/2018
	44	Nominations Open First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days.	LGA s4.49(a)	Thu	7/06/2018
Close of Nominations	38	If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded.	LGA s4.50 Reg. 27(5)	Wed	13/06/2018
	37	Close of Nominations – 4.00pm	LGA 4.49(a)	Thu	14/06/2018
	36	Last day for the Electoral Commissioner to prepare an updated residents roll for the election. Last day for the local government's CEO to prepare an owners and occupiers roll.	LGA s4.40(2) LGA s4.41(1)	Fri	15/06/2018
Election Day	36	Returning Officer to give Statewide public notice of the election as soon as practicable but no later than 19 days before election day.	LGA s4.64(1)	As soon as practicable	
	22	The preparation of any consolidated roll (combined roll of residents, owners and occupiers) under regulation 18(1) is to be completed on or before this day.	LGA s4.38(1) Reg. 18(1)(2)	Fri	29/06/2018
	19	Last day for the Returning Officer to give Statewide public notice of the election.	LGA s4.64(1)	Mon	2/07/2018
	4	Close of absent voting and close of postal vote applications for 'voting in person' elections – 4.00pm.	LGA s4.68(1)(c) Reg. 37(3)(4)	Tue	17/07/2018
	1	Close of early voting for 'voting in person' elections – 4.00pm.	LGA s4.71(1)(e) Reg. 59(2)	Fri	20/07/2018
	0	Election Day Close of poll – 6.00pm.	LGA s4.7 LGA s4.68(1)(e)	Sat	21/07/2018
	2	Election results declared and published.	LGA s4.77	As soon as practicable	
	2 - 14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (See Online 'Form 20' at www.dlgc.wa.gov.au)	LGA s4.79(1)(2) Reg. 81	As soon as practicable	
	Within 28 days of result publication	An invalidity complaint can be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA s4.81(1)	As applicable	
	Within 2 months of result declaration	Newly elected members to make their declarations of office.	LGA s2.29(1)(2) LGA s2.32(c) LGA s2.34(1)(c)	As soon as practicable	
	Within 3 months of members making declarations	Newly elected members to lodge their Primary Returns with the local government's CEO.	LGA s5.75(1)	As soon as practicable	

11.1.10 Draft Community Strategic Plan 2018-2028

Location:	Nil
Applicant:	Nil
File Reference:	NAM6007
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Consultant, Martin whitely

Summary:

This report recommends that Council endorse the Shire's Draft Community Strategic Plan 2018-2028 and circulate the document for public comment.

Background:

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

A series of consultation workshops were held in early 2016. The workshops were attended by half of all local governments in WA. Attendees included elected members, Chief Executive Officers and other key personnel. Feedback from the workshops has informed the revisions to the Framework and Guidelines. The updated IPR Framework and Guidelines from the Department of Local Government and Communities reflects current local government IPR practice and the lessons learned by the local government sector since 2010.

All local governments are required to plan for the future of their district [under Section 5.56 \(1\) of the Local Government Act 1995](#). [Regulations](#) under Section 5.56(2) of the Act outline the minimum requirements to achieve this. The minimum requirement of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan.

Comment:

IPR is a process designed to:

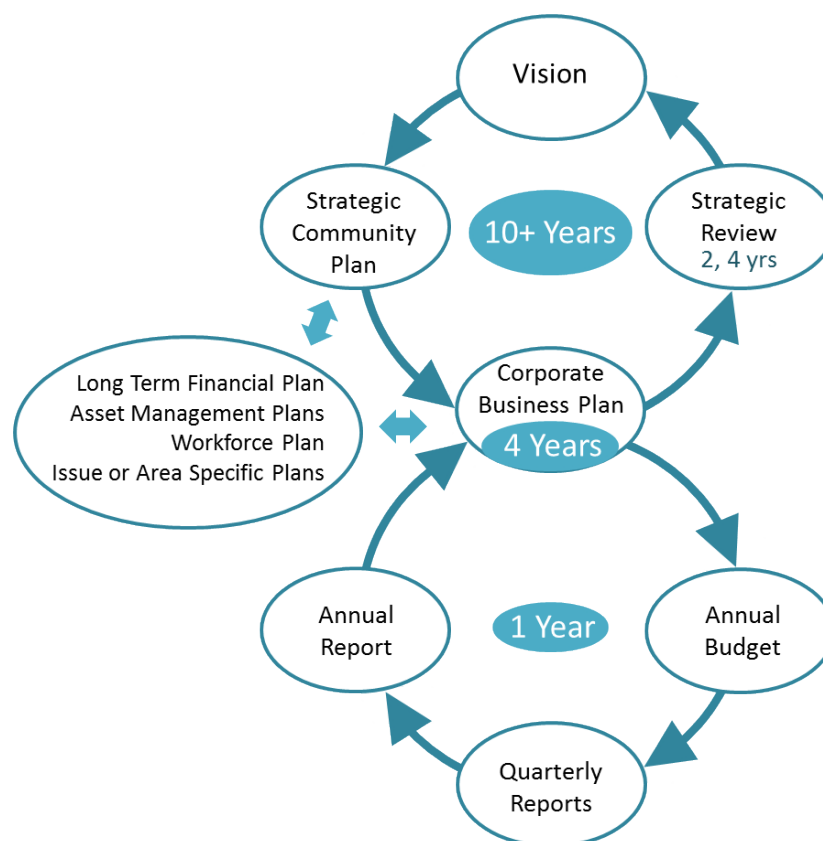
- Articulate the community's vision, outcomes and priorities
- Allocate resources to achieve the vision, striking a considered balance between aspirations and affordability
- Monitor and report progress

IPR enables community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. This is not restricted by the Council's direct service delivery responsibilities. A community's aspirations are expressed as a vision, outcomes and priorities and the community vision and outcomes are typically higher level than the scope of local government activity.

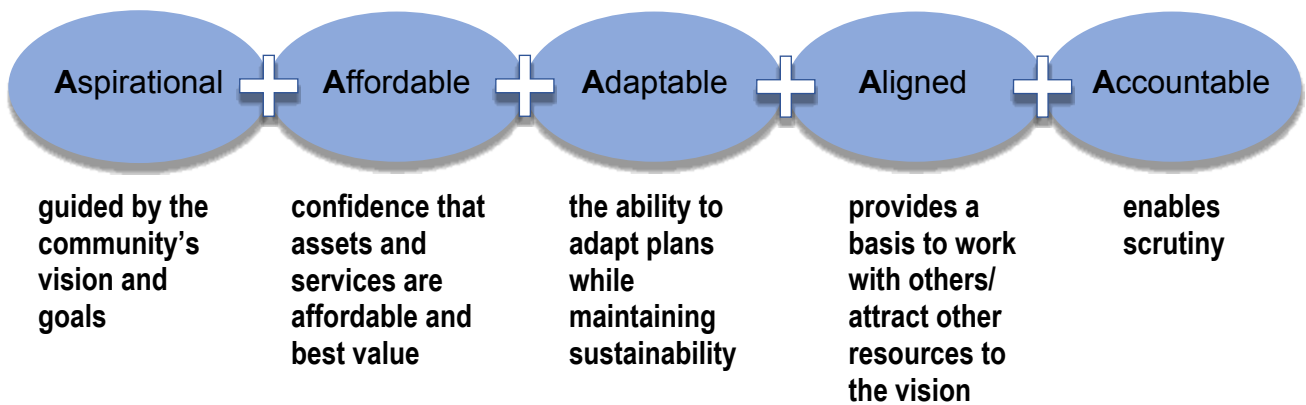
The Strategic Community Plan doesn't make local government accountable for high level community visions or outcomes. Rather, the Strategic Community Plan needs to include clear definition of the Council's strategic priorities, intentions for asset stewardship and service delivery, and resourcing implications over the coming decade – clearly linked to the community's aspirations.

The process also acknowledges that aspirations will almost always exceed resources. Options should be robustly assessed and prioritised, with the community able to provide meaningful input on real choices. Uncertainties should be acknowledged, such as where significant projects are subject to grant funding. While Council is required to have regard to community input, it is always the Council that has the final decision-making authority and responsibility for the best balance of costs and benefits in striving to meet the community's aspirations.

The core components of the IP consist of the Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans, Workforce Plans, Issue & Area Specific Plan (i.e. Recreation Plan, ICT Plan, Youth Plan, etc) and the Annual Budget. Below is an outline of the Integrated Planning and Reporting Cycle;



The benefits of IPR need to be considered in light of the local government's budget over the coming decade and the other resources that could potentially be attracted. IPR aims to ensure that the totality of those resources is optimally applied to achieving community outcomes, whilst maintaining financial sustainability. When IPR is done well, decisions over those considerable community resources meet the "Five A's";



There has been a concerted effort to engage the community in establishing priorities for the Shire of Coolgardie for the next 10 years. The draft Strategic Community Plan has taken into account the ideas and comments that have been received through the community engagement process. Below is an outline of the consultation process to date;

5. Identification of Shire trends, issues and impacts
6. Workshops - Councillors and the Management Team
7. Public consultation in Coolgardie and Kambalda
8. Distribution of surveys at the Community Recreation Centres, Council Offices, local businesses, visitor centres and at public events
9. On-line survey available through local Facebook sites, the Shire's website and direct emails
10. 180 community surveys received, collated and analysed

Whilst it is not a mandated requirement to circulate the draft Strategic Community Plan for further comment, the process will include the Draft Community Strategic Plan being endorsed by Council, then making the draft plan available to the community for final input. Once the community feedback has been collated and brought to Council then any amendments will be made and the Final plan will be endorsed by Council as a live and working document.

Attachments:

(17) So C Community Strategic Plan LOW RES [11.1.10.1]

Consultation:

Mia Hicks, Mia Hicks Consulting
 John Ravlic, Ravim RBC
 Councillors, Staff & Management
 Kambalda & Coolgardie Communities

Statutory Environment:

Local Government Act 1995

5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

[Regulation 19CA inserted in Gazette 26 Aug 2011 p. 3483.]

Division 3 — Planning for the future

[Heading inserted in Gazette 26 Aug 2011 p. 3483.]

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. *Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
 - (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
 - (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
 - (4) A local government is to review the current corporate business plan for its district every year.
 - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
 - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Policy Implications:

Nil

Financial Implications:

There is a financial cost with conducting the Community Strategic Planning and community consultation process these costs have been adequately allocated in the 2017/18 Budget.

Strategic Implications:

Cohesive and engaged community

Consult and engage with the local Aboriginal community

Develop a cohesive approach to community development across the Shire

Facilitate the development of healthy lifestyles through the provision of high quality sport, recreation, cultural and leisure services, facilities and activities

Provide connected and accessible towns

Provide services to youth, aged and the disadvantaged that address identified needs

Support community safety and security initiatives

Diversified and strengthened local economy

Establish and strengthen partnerships with industry
Facilitate access to diverse housing and land development opportunities
Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents
Support the development of tourism in the region

Effective management of infrastructure, heritage and the environment

Conserve and enhance local heritage assets
Develop and maintain Shire buildings, facilities and infrastructure assets
Develop and maintain highly functional and attractive public open spaces
Foster excellence in urban and rural planning and development
Preserve the region's unique natural attributes through observing

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce
Development of Shire's resources to provide optimum benefit to the community
Effective communication and engagement processes
High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council,

1. Endorse the Shire of Coolgardie Draft Community Strategic Plan 2018-2028, and
2. The document be circulated for public comment to the community for minimum period of 21 days, and
3. Authorise the CEO to facilitate the public advertising process as required, and
4. Following the public comment consultation process that feedback received is collated and used to prepare the final document for endorsement by Council

COUNCIL RESOLUTION: #073/18

Moved: Councillor, N Karafilis

Seconded: Councillor, S Botting

That Council,

1. Endorse the Shire of Coolgardie Draft Community Strategic Plan 2018-2028, and
2. The document be circulated for public comment to the community for minimum period of 21 days, and
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4. Following the public comment consultation process that feedback received is collated and used to prepare the final document for endorsement by Council

CARRIED ABSOLUTE MAJORITY 5/0

Shire of Coolgardie's **Community Strategic Plan** **2018 to 2028**



*Our Community,
Our People, Our Future*

www.coolgardie.wa.gov.au



Message from the Shire President

The Shire of Coolgardie is open for business. Together with our community, we are working to create the best possible future for the Shire.

Our Community Strategic Plan 2018 to 2028 will inform Council decisions in relation to new projects, operational expenditure, and service provision for the next 10 years. The Community Strategic Plan was developed in consultation with the community and provides an accurate reflection of their vision for the future.

The Plan will enhance community engagement in decision making to 2028; with bi-annual reviews scheduled to ensure that ongoing community priorities are reflected.

The Council recently endorsed a new Level of Service review over a three-year period. This program will improve the management of services and align service delivery against community needs and expectations. The outcome will be the development of fit-for-purpose services that the community can afford.

I would like to sincerely thank all the community members, staff and stakeholders who contributed to the Shire of Coolgardie's Community Strategic Plan to achieve our vision to 2028.

Malcolm Cullen



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Measures of Success

Welcome to the Shire of Coolgardie

The Shire of Coolgardie is approximately 550 kilometres East of Perth. It encompasses an area of 30,400 km² and includes the towns of Coolgardie, Kambalda East, Kambalda West, Widgiemooltha and the Aboriginal community of Kurrawang. Over 3,600 people live in the Shire which neighbours the Goldfield's regional centre - City of Kalgoorlie-Boulder.

Celebrated for the gold and nickel discoveries in Coolgardie and Kambalda, the Shire continues to thrive with a multitude of mining and processing companies operating in the area.

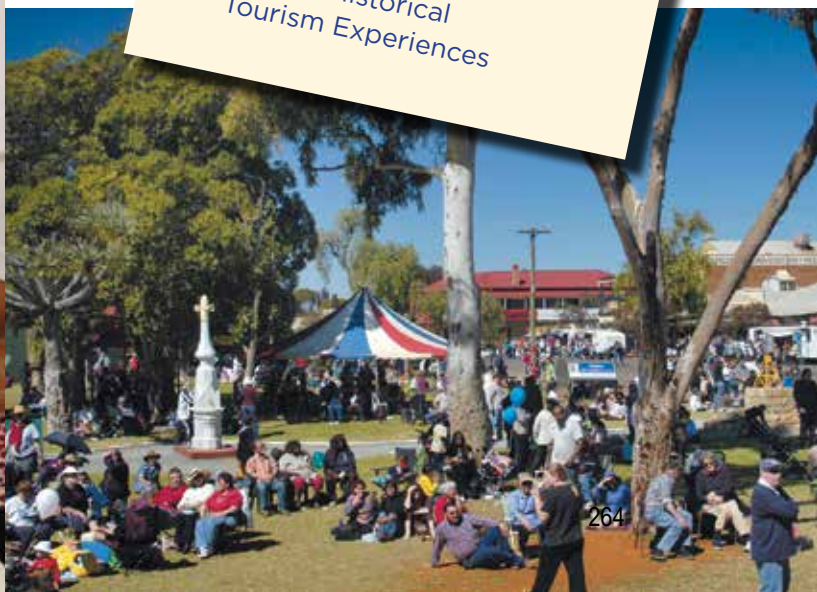
The Shire is the largest producer of minerals in the region and the fourth largest local government producer in Western Australia, with gold and nickel mining operations supporting globally significant regional exports. These companies are at the forefront of mining innovation and offer fantastic career opportunities.

550km
FROM PERTH

PERTH

KALGOORLIE
COOLGARDIE
KAMBALDA

- ✓ Largest Producer of Minerals in the Region
- ✓ Rich History - Mother of the Goldfields
- ✓ Stunning natural environment
- ✓ Warm welcoming community
- ✓ Community Recreation Facilities
- ✓ Active Community groups
- ✓ Unique Historical Tourism Experiences



The Shire of Coolgardie Profile



ECONOMY

#1

MINERALS
PRODUCER IN
THE REGION

\$2.51B

VALUE OF
MINERALS 2016/17

\$592M

GROSS REGIONAL
PRODUCT

\$95K

MEDIAN HOUSEHOLD
INCOME PER YEAR

>100

LOCAL
BUSINESSES

EMPLOYMENT

MEDIAN
WEEKLY INCOME

\$1,800

NUMBER OF
JOBS

2,000+



TOP 5 INDUSTRIES OF EMPLOYMENT

51.8%
MINING

5.4%
EDUCATION
& TRAINING

4.6%
ACCOMMODATION
& FOOD SERVICES

4.6%
PUBLIC ADMIN
& SAFETY

4.6%
CONSTRUCTION



PROPERTY

\$110K

MEDIAN
PROPERTY PRICE

\$200PW

MEDIAN RENT

\$250PW

MEDIAN MORTGAGE
REPAYMENTS

LIFESTYLE

828

FAMILIES
68% OF THE
POPULATION

3,610

TOTAL
POPULATION

DIVERSE
POPULATION

35%

BORN OVERSEAS

33

MEDIAN
AGE

35

COMMUNITY
GROUPS

27°C

AVERAGE
TEMPERATURE

3

PRIMARY
SCHOOLS

2

SECONDARY
SCHOOLS

2

CHILDCARE
CENTRES

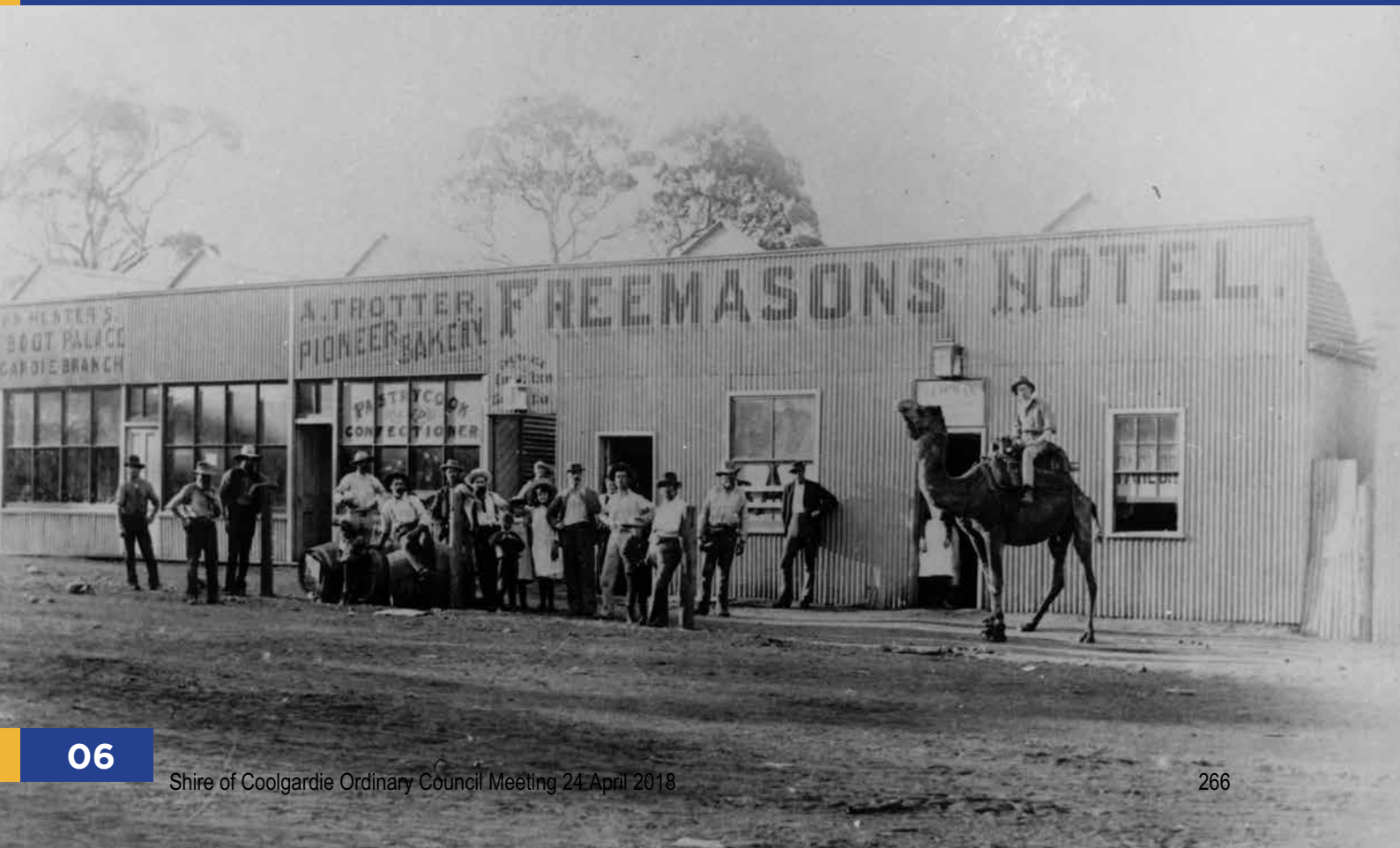
4

SCHOOL BUSES TO
KALGOORLIE PER DAY





Coolgardie & Kambalda's Rich History





Coolgardie, “the Mother of the Goldfields”, was once the destination for thousands of gold prospectors seeking their fortunes. Coolgardie saw the biggest movement of people in Australian history when gold was found in 1892. At the height of the gold rush in 1897, Coolgardie was Western Australia’s third largest town servicing a population of 25,000 residents and over 700 mining companies.

The name Coolgardie is derived from the Aboriginal name “Kuri Kuri” that refers to a type of Mulga tree which grew near a waterhole. The waterhole was shown to the first Europeans in the area by Nyunbuning.

Coolgardie has some of the grandest surviving goldrush-era historical buildings and collections which include the Goldfields Exhibition Museum, Post Office Complex, Pharmaceutical Museum, Railway Museum and Warden Finnerty’s Residence.

Kambalda, established in 1897, was also a gold mining town until 1966 when the first of many large deposits of nickel was found in the town. These rich nickel deposits were profitably developed by Western Mining Corporation which marked the beginning of Western Australia’s ‘nickel boom’.

The Shire of Coolgardie continues to thrive as a mining community. It is the largest producer of minerals in the region and the fourth largest producer in Western Australia, with gold and nickel mining operations supporting globally significant regional exports.



The Shire of Coolgardie's Facilities & Services





Shire owned and operated facilities:

- Community Recreation Facilities
- Community Resource Centres
- Outdoor Swimming Pools
- Skate parks
- Sports Ovals and Facilities
- Parks, Gardens and Playgrounds
- Visitor Centres
- Historical Buildings
- Senior Housing
- Sewage Facility
- Waste Facility

Services that support our community:

- Animal Control
- Community Chest Fund
- Building and Planning Services
- Household Bin and Litter Collection
- Environmental Health
- Sweeping and Verges
- Maintenance/Construction of Footpaths
- Road Construction and Maintenance
- Weeding and Spraying Services
- Contribution to Medical Services

How we celebrate our community:

- Kambalda Lighting of Christmas Tree
- Australia Day Breakfast
- Pancake Day
- Clean Up Australia Day
- Blessing of the Roads
- The Biggest Morning Tea
- Senior's Christmas Lunch
- Coolgardie Day



Shire of Coolgardie Planned Projects - 2028

The Shire of Coolgardie has several infrastructure projects in preliminary phases of planning.

All of these projects are subject to external funding, government support, the Shire's resource capacity and its Long Term Financial Plan.

The aim of these infrastructure projects is to stimulate economic development and activate Shire facilities for the benefit of the community.

Coolgardie Community, Cultural and Business Hub

The Shire of Coolgardie's aim is to transform the internal areas of a significant historical building to develop a 'heart of the town.'

The project will reinvigorate Coolgardie's economic opportunities – achieved through the attraction of visitors, stimulation of new business and jobs, and opportunities to experience the local Aboriginal culture and history. The Hub will provide the community with areas to conduct cultural and social workshops, training and other creative and recreational activities.

Future Residential Land Development

The Coolgardie Horse Blocks comprises of 110 hectares located West of Coolgardie. The Shire is investigating options for subdividing the area to create land parcels for semi-rural purposes. The project outcomes are to provide a rural lifestyle choice and larger land parcels within the Coolgardie town site; whilst offering amenities and facilities of an urban area.

Kambalda Waste Transfer Station

The Shire is investigating the feasibility of constructing a transfer station which will allow for better waste management at the existing landfill site and support improved recycling and reduction of waste to landfill.





Kambalda Pool

The pool in Kambalda is over 40+ years old and the Shire acknowledges it requires work to support its ongoing viability. The Shire has a long-term vision to ensure the pool remains part of the Recreational Precinct in Kambalda.

Mungari Strategic Industrial Area

The Mungari Strategic Industrial Area, located in the Shire boundaries, is a regionally significant land parcel which is zoned for the development of strategic and heavy industries.

Mungari is connected to major road transport, rail, power, and water, providing an ideal location to develop priority industries to enhance the region's economic development

Road Train Assembly Area

Coolgardie is a major traffic route through to Kalgoorlie, the Northern Goldfields, Esperance and through to the Eastern States. Road traffic data indicates that over 450 heavy vehicles travel through Coolgardie every day. This project will facilitate safety and improved route planning to support transport productivity in the region.

Warden's Court Building

The Warden's Court building in Coolgardie houses the Coolgardie Visitor Centre and the Goldfields Exhibition museum which contains one of the rarest bottle collections in the world. The Shire of Coolgardie is working with the Western Australian government to activate the building to attract government service delivery and expand on tourism accessibility.





What is a Community Strategic Plan?

Community Strategic Plans outline the community's long-term vision, goals and strategies to 2028.

In 2010, the Department of Local Government and Communities introduced the Integrated Planning and Reporting Framework and Guidelines for all Western Australian local governments. The framework integrates community priorities, as articulated in the Community Strategic Plan, with other local government plans, information, and resourcing capabilities.

The Local Government's Integrated Planning and Reporting Standard directs that all local governments undertake a Desktop Review of their Community Strategic Plans biannually and a complete review including community engagement activities every four years. As the Shire of Coolgardie's community trends and priorities evolve, stakeholders will be invited to revise and update the Plan.



Community Strategic Plan Development

Identification of Shire trends, issues and impacts



Workshops - Councillors and the Management Team



Public consultation in Coolgardie and Kambalda



Distribution of surveys at the Community Recreation Centres, Council Offices, local businesses, visitor centres, and at public events



On-line survey available through local Facebook sites, the Shire's website and direct emails



180 community surveys received, collated and analysed



Draft Community Strategic Plan released for public comment



Final Community Strategic Plan presented to Council for endorsement

Community engagement is fundamental in local government, where the primary function is to: "use its best endeavours to meet the needs of current and future generations through the integration of environmental protection, social advancement and economic prosperity" (Local Government Act 1995, S1.3).

The Shire of Coolgardie's Community Strategic Plan was developed completely through consultation and engagement with the community.



Our Community Said



The favourite things about our community are:

- Welcoming community
- Housing affordability
- Community group activities
- Recreational activities



In 10 years' time, our community will have:

- More business opportunities
- An increased population
- Major retailers attracted
- Better Infrastructure



The most important challenges facing our community for the next 5 years are:

- A fly-in-fly-out population
- Anti-social behaviour
- Quality of Education
- Retaining our local businesses



The top three things that would improve our community are:

- Youth programs
- More health services
- Law, order and public safety



Our Vision

Shire of Coolgardie

A connected, progressive & welcoming community

Definitions

VISION

An inspiring but achievable statement which says where we want to be in 2028

ASPIRATION

Overarching aim that move us closer to our Vision

GOAL

How we will achieve our aspirations as a community

MEASURES OF SUCCESS

How we measure progress in achieving our goals

The Community Strategic Plan 2018 to 2028 was developed through community feedback. Over 180 surveys from the community assisted in the development of the Plan's goals, objectives and success measurements.

180+
SURVEYS



Accountable and effective leaders

OUR COMMUNITY WANTS



GOAL 1

Engagement and consultation

IT WILL BE ACHIEVED BY:

- Demonstrating that decisions are developed through inclusive community engagement
- Developing strong partnerships with stakeholders for the benefit of our community
- Collaborating with industries to stimulate and support economic development for the community

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey

GOAL 2

Transparent, accountable and effective governance

IT WILL BE ACHIEVED BY:

- Ensuring a well-informed Council makes good decisions for the community
- Demonstrating sound financial management and plans for the Shire's long term financial sustainability
- High quality corporate governance, accountability and compliance
- Maintain integrated strategic and operational plans

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Delivery of an efficiency dividend
- Adherence to compliance calendar and statutory requirements
- Current ratio meets required standard
- Operating surplus ratio meets required standard

GOAL 3

Advocate for the community

IT WILL BE ACHIEVED BY:

- Developing strategic partnerships with regional, State and Federal governments
- Ensuring the Shire of Coolgardie is well positioned to meet future needs
- Advocating for services that support our community needs

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Number of partnerships established

An inclusive, safe and vibrant community

OUR COMMUNITY WANTS



GOAL 1

Build a sense of place and belonging

IT WILL BE ACHIEVED BY:

- Attracting funding to support the sustainability and growth of our local Community groups
- Facilitating events and active programs for seniors, youth and the Aboriginal community
- Continuing to support the children and youth of our community

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Community Chest Fund

GOAL 2

A safe and healthy community

IT WILL BE ACHIEVED BY:

- Promoting and advocating for community health services
- Delivering and developing sport and recreation activities
- Collaborating with stakeholders to develop and expand community safety initiatives

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey

GOAL 3

Celebrate our culturally diverse community

IT WILL BE ACHIEVED BY:

- Continuing to promote the local Aboriginal culture and history
- Developing varied community and multi-cultural events and services
- Supporting and growing our arts and culture sector

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey

A thriving local economy

OUR COMMUNITY WANTS



GOAL 1

Build economic capacity

IT WILL BE ACHIEVED BY:

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

MEASURES OF SUCCESS:

- Value of Gross Domestic Product
- Value of Mining and Industry Rates

GOAL 2

Facilitate local business development and retention

IT WILL BE ACHIEVED BY:

- Promoting and utilising the Shire Resource Centres for business support
- Advocating for a Small Business Incubator model
- Encouraging the development of local business education and support

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Number of businesses in Shire

GOAL 3

Provide support for traineeship development

IT WILL BE ACHIEVED BY:

- Collaborating with education providers and industry to enhance the development of local traineeships
- Advocating for training and employment opportunities delivered in the Shire
- Initiating training opportunities that will lead to long term employment

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Number of education and industry partnerships supporting trainees and youth

Effective management of infrastructure, heritage and environment

OUR COMMUNITY WANTS



GOAL 1

Value local culture and heritage

IT WILL BE ACHIEVED BY:

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

MEASURES OF SUCCESS:

- Bi-annual Community Satisfaction Survey
- Cultural and historical activities delivered
- Visitors to the Shire

GOAL 2

Sustainable management of resources

IT WILL BE ACHIEVED BY:

- Ensuring that waste management practices are compliant
- Facilitating re-use water initiatives
- Maintaining and renewing infrastructure and building assets

MEASURES OF SUCCESS:

- Number of re-use water initiatives
- Compliance with licence conditions
- Asset renewal funding ratio meets required standard
- Asset sustainability ratio meets required standard
- Asset consumption ratio meets required standard

GOAL 3

Enhance our Built Environment

IT WILL BE ACHIEVED BY:

- Facilitating urban and rural planning and development
- Supporting the development of diverse housing and land options

MEASURES OF SUCCESS:

- Number of planning approvals
- Adherence to local planning scheme and strategy

Shire of Coolgardie's Measures of Success 2018 to 2028

The Shire of Coolgardie will use the following measures to ensure that it is accomplishing the aspirations and goals set out in the Community Strategic Plan. These results will be reported upon to the Shire Councillors, stakeholders, and community members as they become available.



Accountable and Effective Leaders

- Bi-annual Community Satisfaction Survey
- Delivery of an efficiency dividend
- Adherence to compliance calendar and statutory requirements
- Current ratio meets required standard
- Operating surplus ratio meets required standard
- Number of partnerships established

An inclusive, safe and vibrant community

- Bi-annual Community Satisfaction Survey
- Community Chest Fund

A thriving local economy

- Value of Gross Domestic Product
- Value of Mining and Industry Rates
- Bi-annual Community Satisfaction Survey
- Number of businesses in Shire
- Number of education and industry partnerships supporting trainees and youth

Valuing our History and protecting our Environment

- Bi-annual Community Satisfaction Survey
- Cultural and historical activities delivered
- Visitors to the Shire
- Number of re-use water initiatives
- Compliance with licence conditions
- Asset renewal funding ratio meets required standard
- Asset sustainability ratio meets required standard
- Asset consumption ratio meets required standard
- Number of planning approvals
- Adherence to local planning scheme and strategy



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11.1.11 Quarterly Report

Location:	Shire of Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM6008
Disclosure of Interest:	Nil
Date:	20 April 2018
Author:	Chief Executive Officer, James Trail

Summary:

For Council to receive the quarterly report for the period ending 31st March 2018.

Background:

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

Comment:

The quarterly report for the period ending 31st March 2018, demonstrates the Shire is in a strong financial position. Savings have been made and efficiencies introduced. Furthermore:

- Overall, all services are tracking on or under budget
- It is anticipated this will continue for the remainder of the financial year
- Staff now have greater oversight of their service areas
- There has been an overall increase in building and planning revenue in particular with one major DA
- The services being offered by CKB continue to show efficiencies and savings
- Anticipated and efficiency dividend in excess of 2% will be delivered.

The CEO and Administration Manager are currently preparing a set of operational KPI's. These will be signed off on during performance reviews in late May, early June for implementation 1st July 2018. John Ravlic has been working with all the management team to assist in the development of the KPI's.

The KPI's will be linked to the CEO's KPI's and the KPI's in the Community Strategic Plan. These will also be linked to the performance management framework that has been implemented and form part of the performance review of the organisation.

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

Improved service

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

Resource allocation

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

Inform

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

Service standards

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

Benchmarking

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

Shared services/Partnerships

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

Councillors received a project briefing on 13th December 2016. This was followed by a presentation on the results of the 2016/17 Community Survey results on 27th April. At this session, the Councillors were also introduced to the Service Review Templates, which were used to capture the relevant data to enable review of services. The Service Review Templates were distributed to Councillors for discussion at a workshop with council staff on 11th May 2017

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. It's proposed for the Council to consider implementing an efficiency dividend (2% of Council rate income) as part of its 2017/18 Budget deliberations.

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

Conclusion

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

Three-year plan

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

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

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

Performance management

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

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

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

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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:

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

Staff numbers and salaries

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

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

Budget v actual (Costs and Benefits)

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

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

Commercial activity – cost recovery

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

Government funding – cost shifting

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

Internal charges/overheads

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

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

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

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

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

Strategic Recommendations

That the Council:

- (18) benchmark against other similar councils to determine and set a target range for expenditure on internally facing services;
- (19) 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;
- (20) 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;
- (21) 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;
- (22) as part of the its 2018/19 Budget deliberations adopt a process of cost recovery for services deemed to be commercial activity;

- (23) minimise its financial exposure to the provision of government services that are funded by various government agencies;
- (24) 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;
- (25) set a target for administrative and technical overheads at 90% of the labour costs to be achieved over the coming three years;
- (26) set its plant hire rates to fully recover the cost of providing fleet, plant and equipment and workshop services; and
- (27) 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.

Attachments:

- 5. March 18 Quarterly Report Attachment 1 [11.1.11.1]
- 6. March 18 Quarterly Report Attachment 2 [11.1.11.2]

Consultation:

Bec Horan – Manager Administration Services
 Noeline Poke – Administration Coordinator
 Peter Miller – Works Supervisor
 Steve Forward – Waste Coordinator
 Laura Dwyer – Manager Recreation and Community Development
 Rod Franklin – Leading Hand works crew
 Meg Kent – Visitors services officer
 Leanne Shilton – Coolgardie Community Resource Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce
 Development of Shire's resources to provide optimum benefit to the community
 Effective communication and engagement processes
 High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, receives the quarterly report for the period ending 31st December 2017.

COUNCIL RESOLUTION: #074/18

Moved: Councillor, S Botting

Seconded: Councillor, B Logan

That Council, receives the quarterly report for the period ending 31st March 2018.

CARRIED ABSOLUTE MAJORITY 5/0



Service Review Report

March Quarter 2018



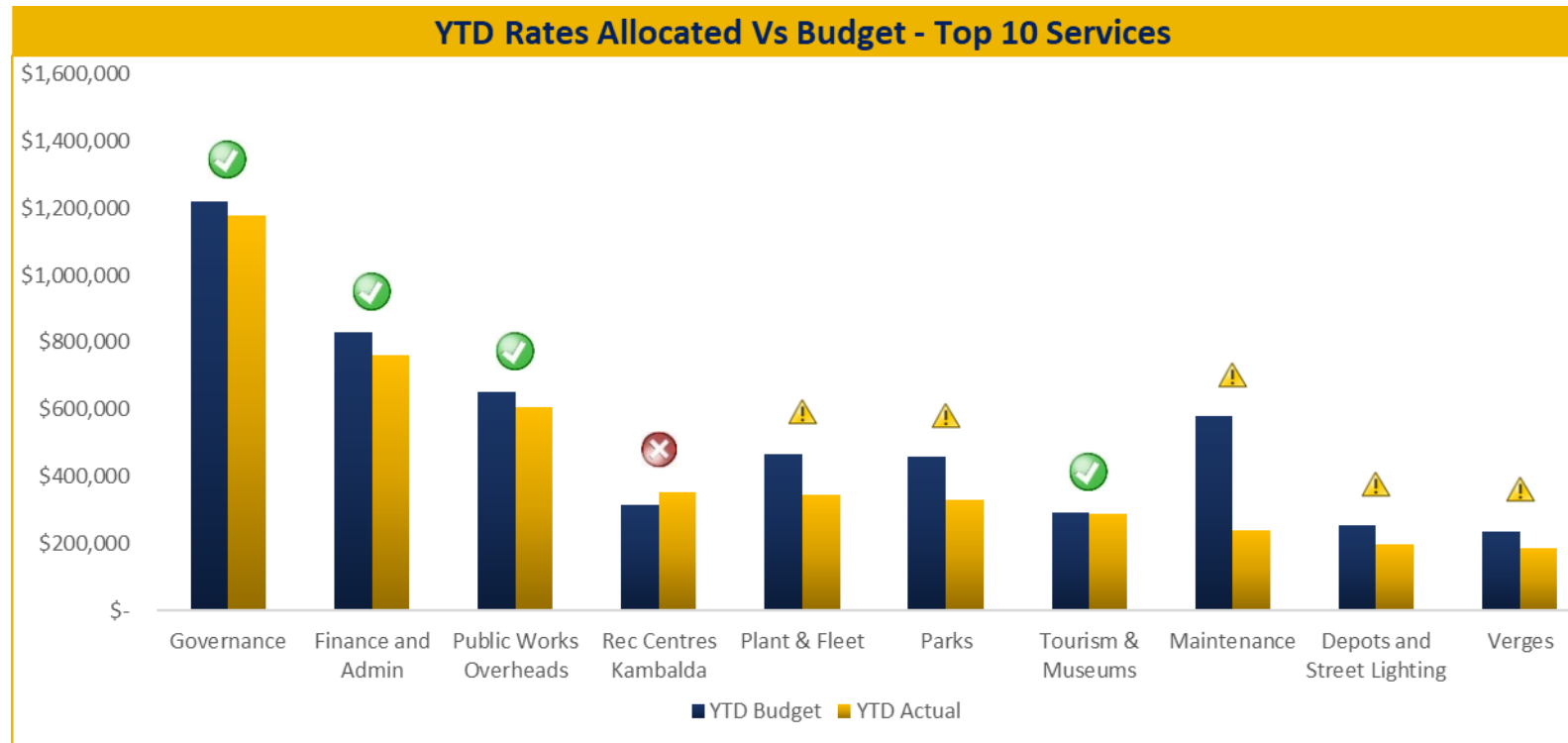
Summary Slide

Summary Points

- ▶ At the end of 31st March 2018 the services overall are well on track to meet budget or have identified services
- ▶ It is estimated and Efficiency Dividend will be achieved of between 5% - 6% of rates
- ▶ The organisation has been able to cover the absence of staff by continuing to deliver services without extra resources
- ▶ Road Programme with exception of Lady Loch and two small R2R jobs will be finished by the end of May 2018
- ▶ Some YTD expenditure figures include existing purchase orders that have been raised for the year so 3 months expenditure remains not 12 months



Top 10 Services

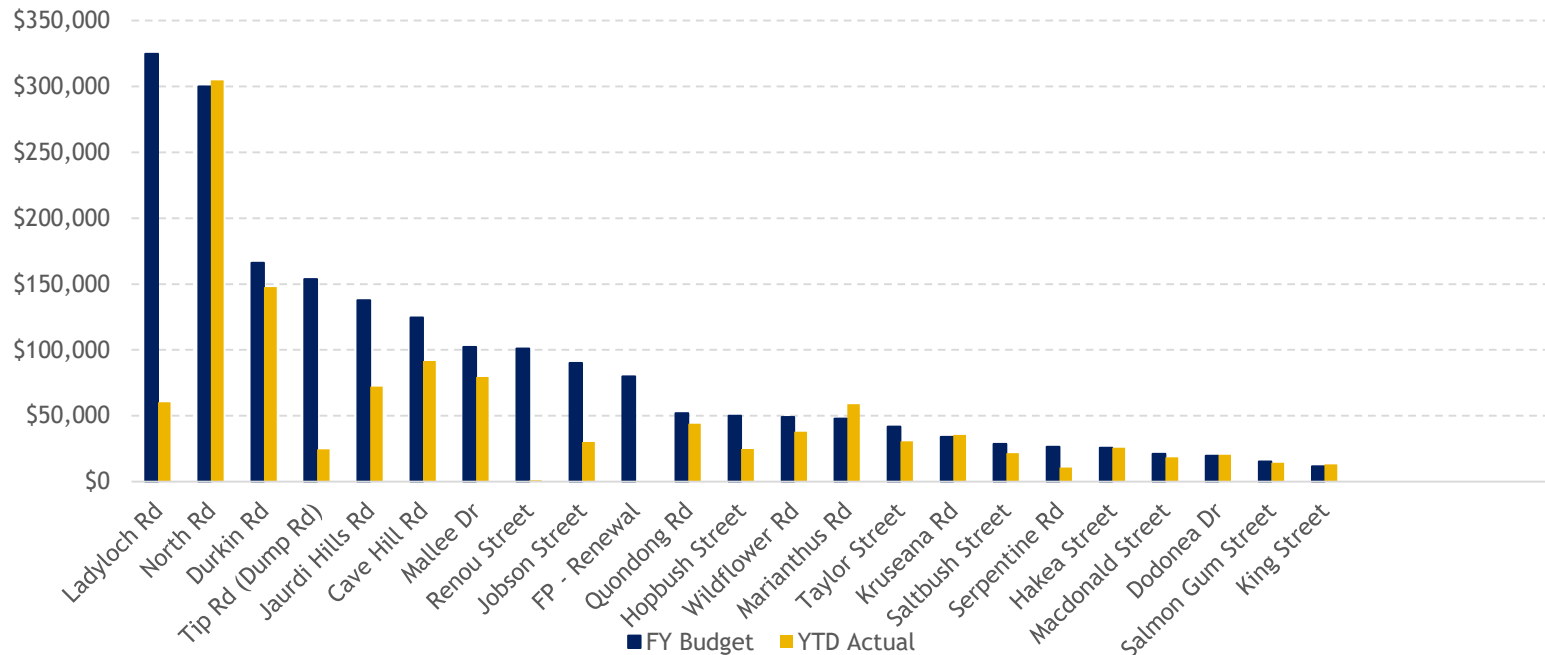


- ▶ Rates allocated is expenditure minus any income generated by the service
- ▶ Recreation Centres Kambalda expenditure slightly over due to journals needed to be done for reallocation of costs
- ▶ All other services within budget, identified savings or timing due to service not yet completed or seasonal and not over 12 months



Capital Expenditure - Construction

YTD Capital Expenditure V Budget - Construction



- ▶ Road construction program is on track and on budget
- ▶ Ladyloch Road will be completed by end of May 2018 and estimated to be \$25,000 over budget
- ▶ Two small R2R jobs estimated at a total of \$37,000 will be completed by end of May 2018
- ▶ Blackspot Projects Renou Street, Jobson Street and Tip Road will not be completed this financial year. In conversation with MRWA whether or not able to carry forward to 18/19.



Capital Expenditure - Other

- ▶ \$197,000 spent on Coolgardie Skate Park
- ▶ \$63,635 spent on Water Reuse System at Coolgardie Sewerage Plant
- ▶ \$84,600 on two new work utilities.

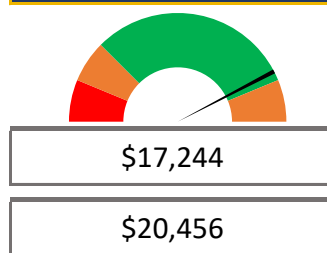


Governance

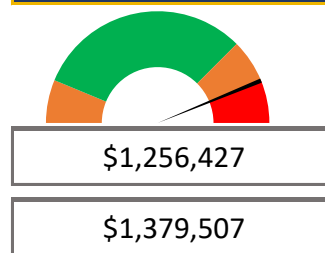
BUDGET YTD

ACTUAL

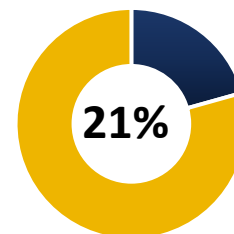
INCOME



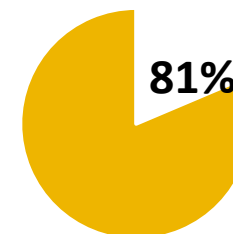
EXPENDITURE



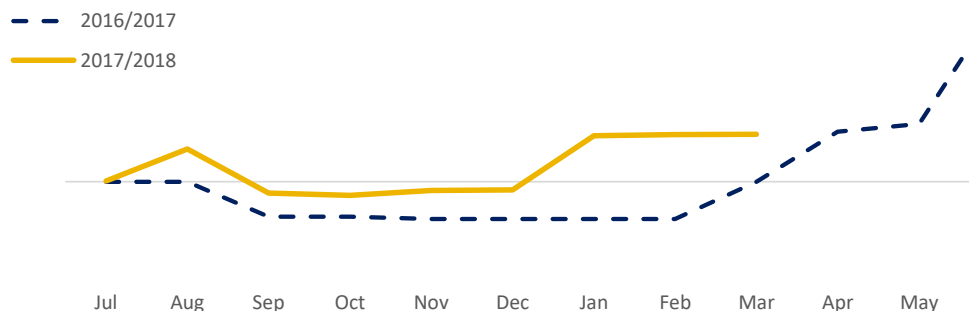
SHARE OF RATES



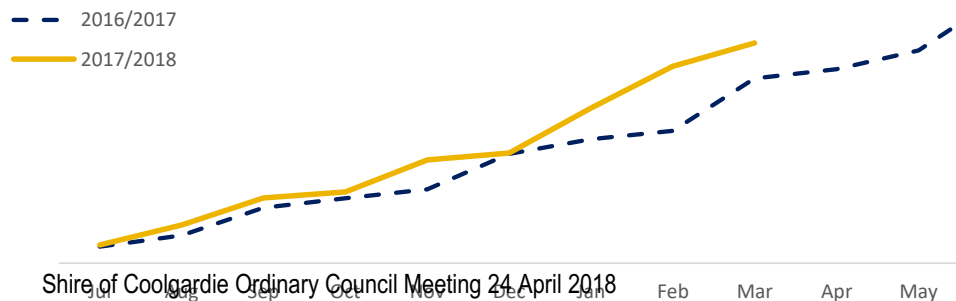
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

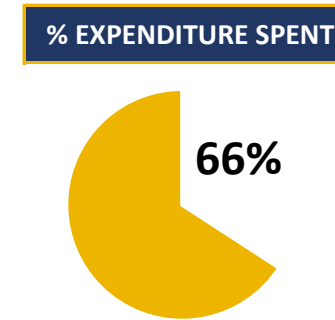
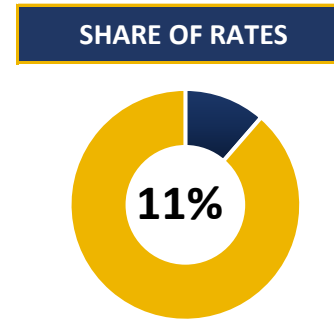
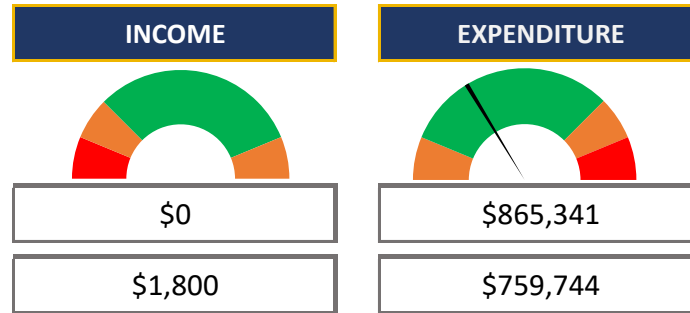
- ▶ Governance budget is tracking on budget as expected.
- ▶ Income budget YTD and actual is a little higher.
- ▶ Expenditure is tracking on budget also.



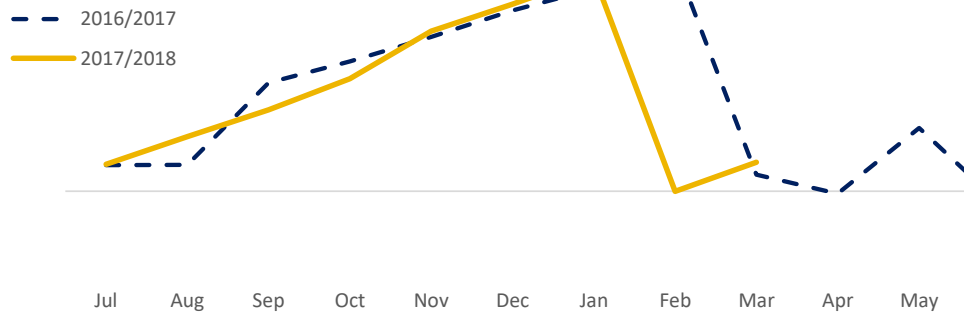
Finance and Admin

BUDGET YTD

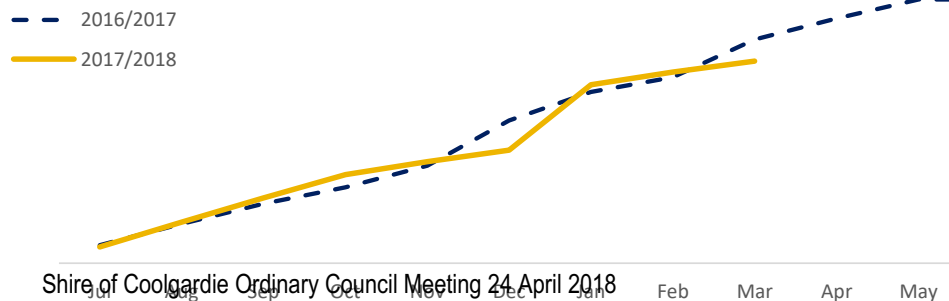
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Expenditure is on track as per Budget.
- ▶ No known reason the last Quarter will exceed the set Budget.
- ▶ Income requires a journal this will be corrected in April.

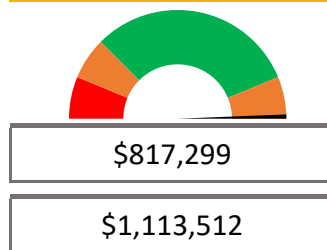


Road Construction

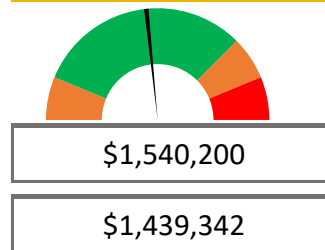
BUDGET YTD

ACTUAL

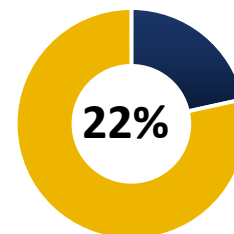
INCOME



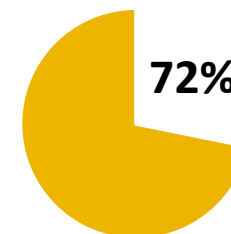
EXPENDITURE



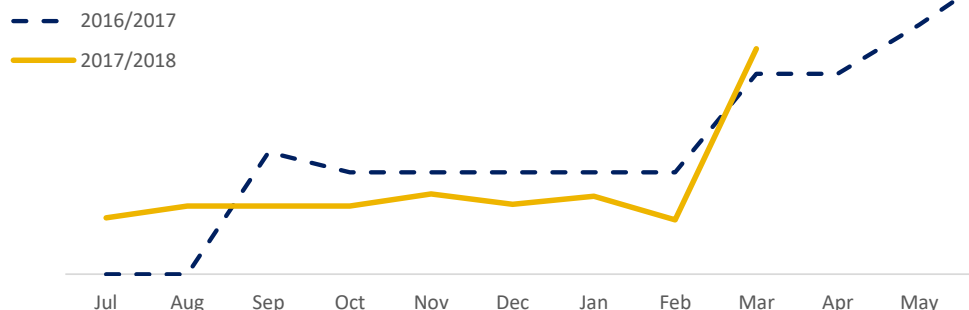
SHARE OF RATES



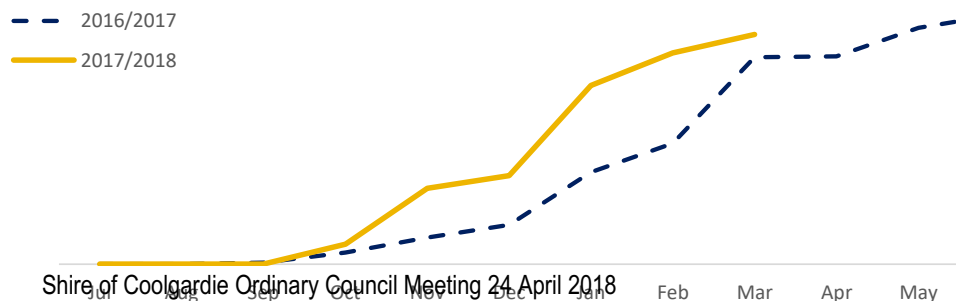
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



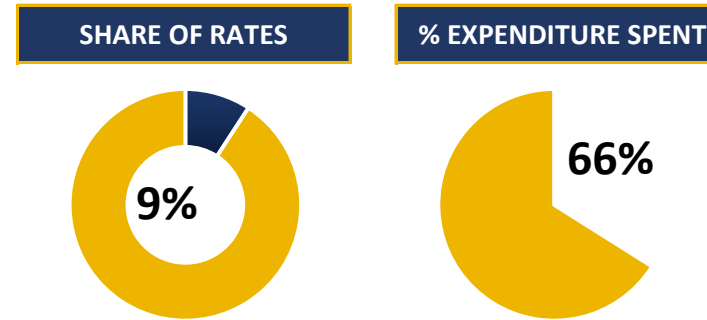
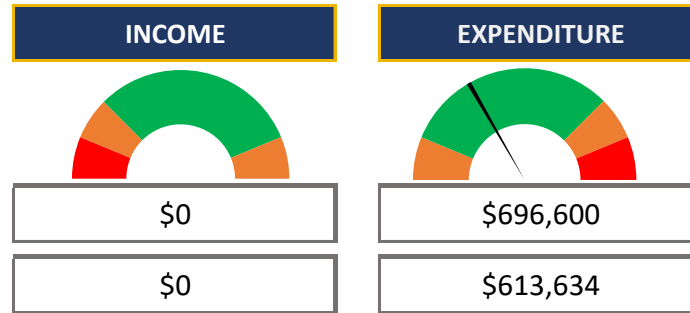
Manager's commentary

- ▶ **Footpaths:** Purchase Order has been raised for contractors to perform works on footpath network.
- ▶ **Ladyloch Road, Coolgardie (RRG)** - job still a work in progress.
- ▶ **Coolgardie North Road (RRG)** - work has been completed.
- ▶ **Jaurdi Road, Coolgardie (R2R)** – project still in progress, waiting for seal work to be completed on road.
- ▶ **All road construction should be completed by EOFY.**

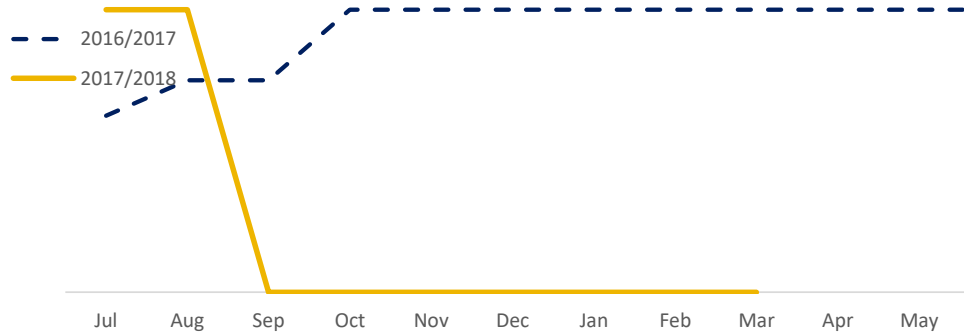


Public Works Overheads

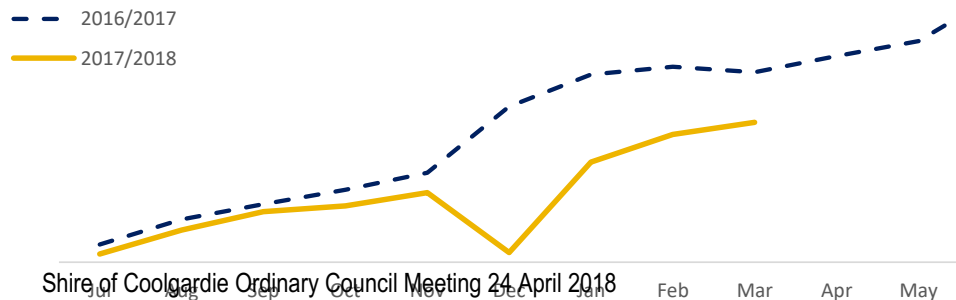
BUDGET YTD
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- Expenditure budget tracking well & on target with minor savings expected by the end of this financial year.

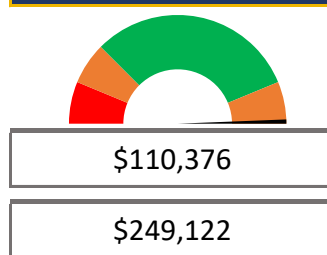


Maintenance

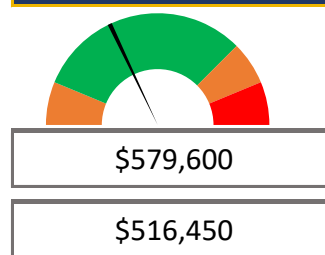
BUDGET YTD

ACTUAL

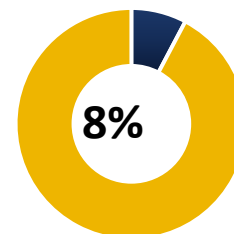
INCOME



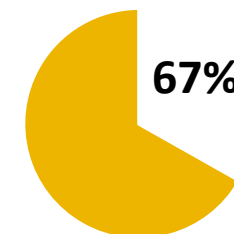
EXPENDITURE



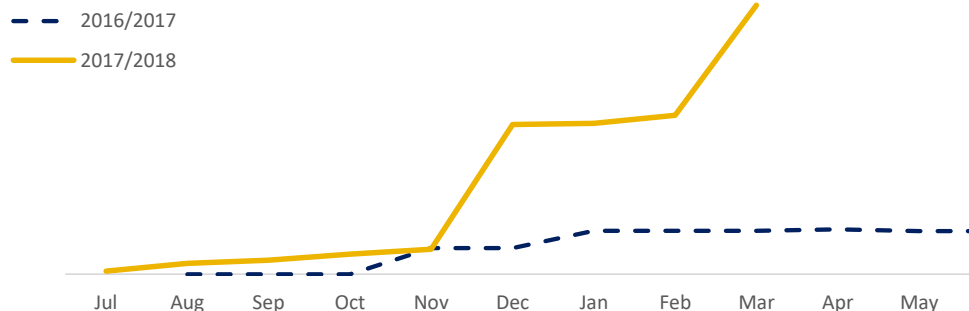
SHARE OF RATES



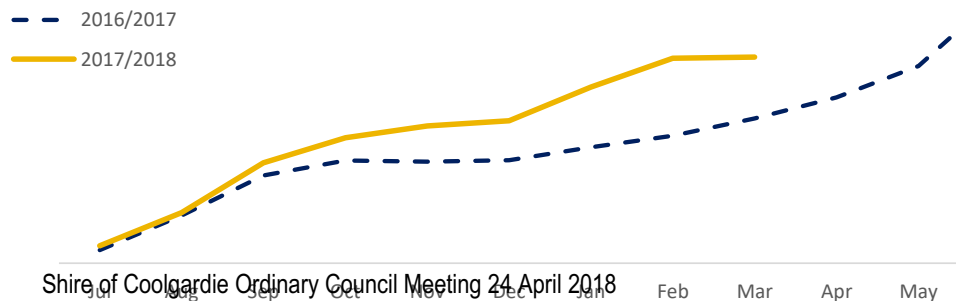
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ **Income Variance:** due to increased activity from haulage campaigns.
- ▶ **Expenditure Variance:** slightly under budget due to construction works being done. However, final quarter for road maintenance will be expected to expend budget by end of financial year.

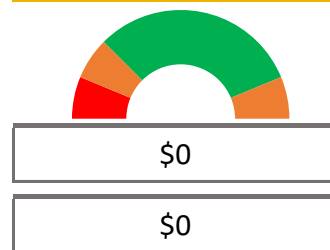


Plant & Fleet

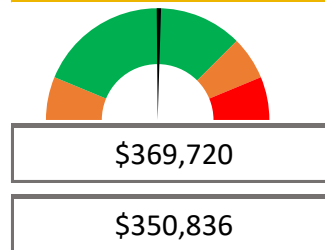
BUDGET YTD

ACTUAL

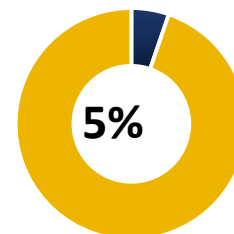
INCOME



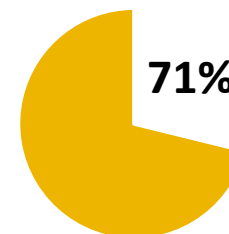
EXPENDITURE



SHARE OF RATES



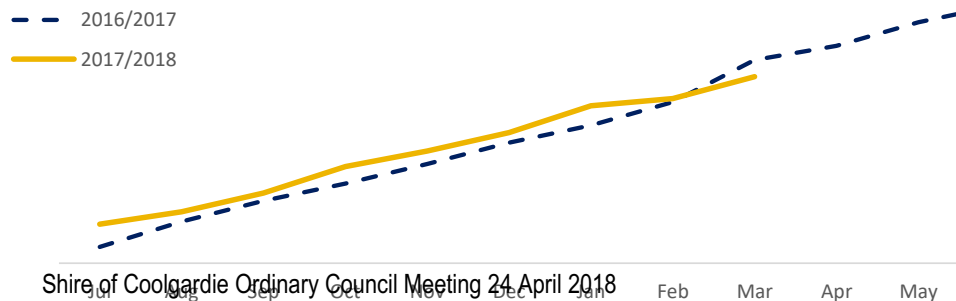
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

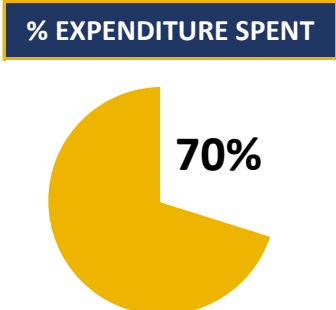
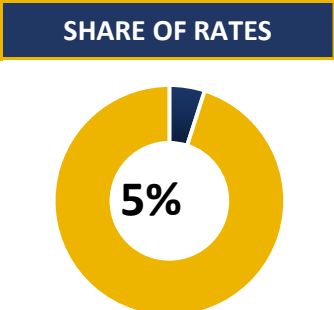
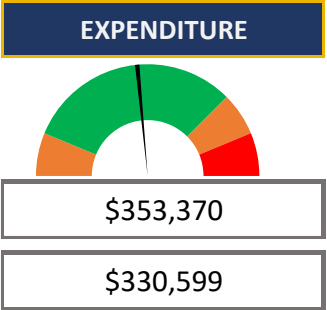
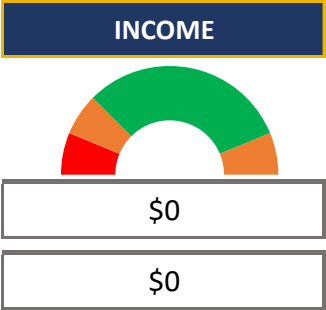
- ▶ Plant and Fleet well maintained. No major breakdown or major costs associated with plant this quarter. This is because of good servicing & preventative maintenance to fleet.
- ▶ Anticipate savings by year end



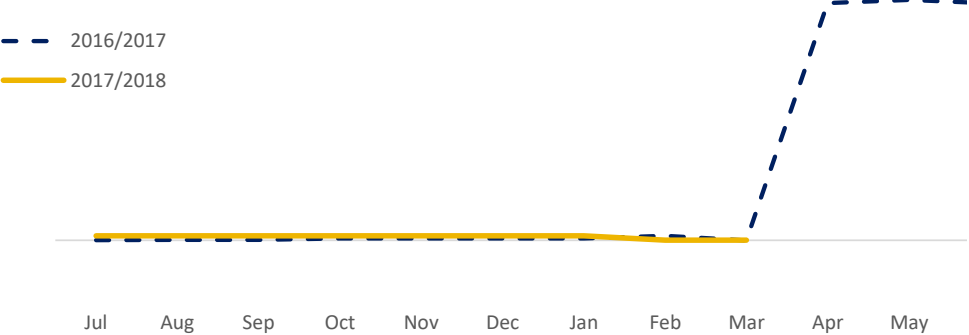
Parks

BUDGET YTD

ACTUAL



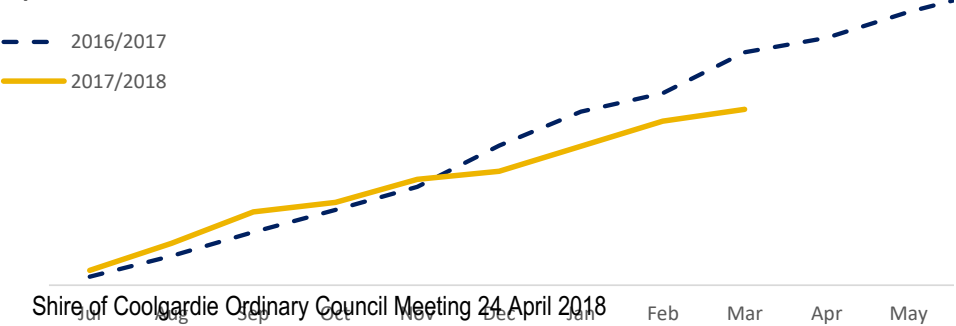
YTD Income Year on Year



Manager's commentary

- ▶ Park expenditure tracking well and currently on target.

YTD Expenditure Year on Year

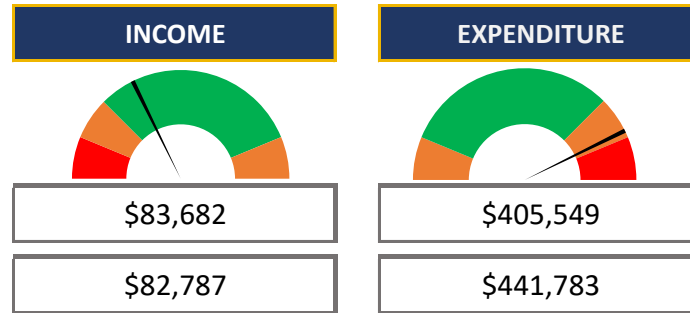




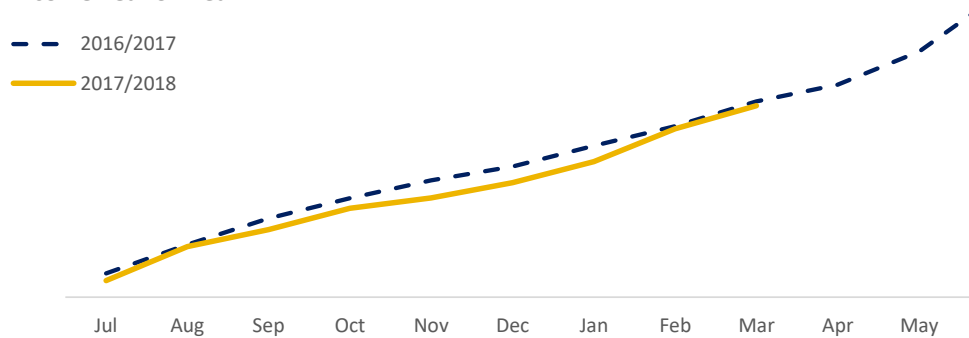
Rec Centres Kambalda

BUDGET YTD

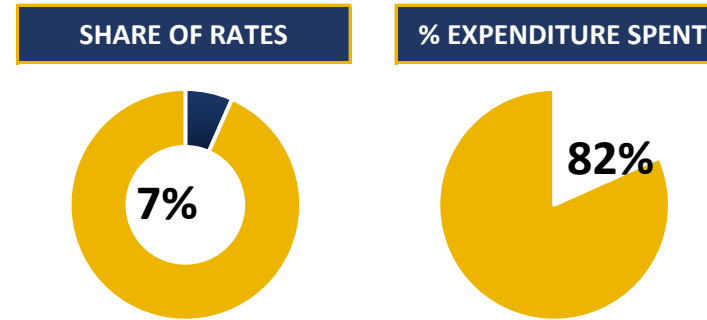
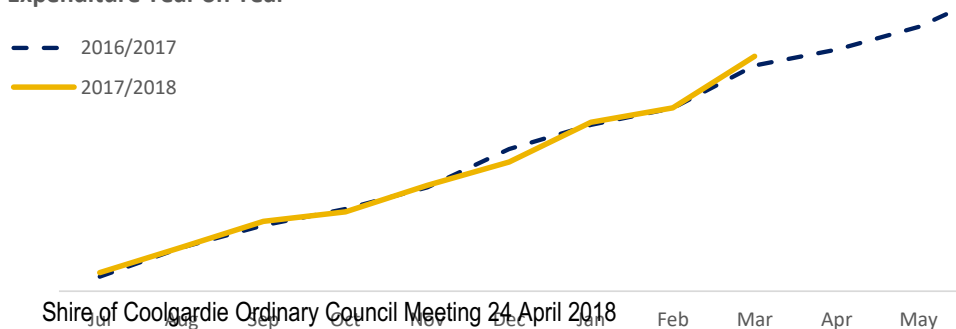
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

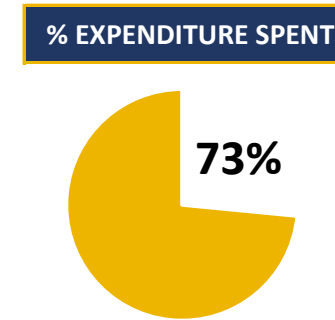
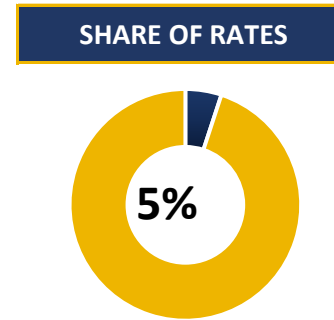
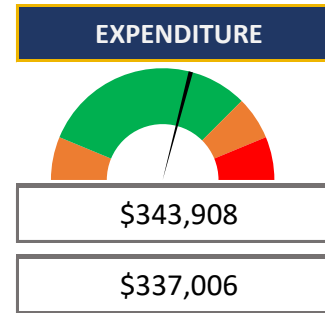
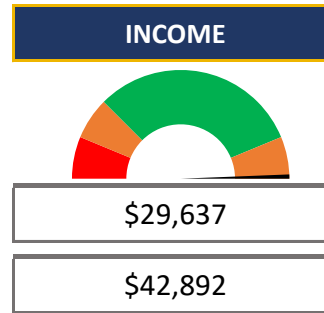
- ▶ Expenditure for recreation centre actually close to ytd budget
- ▶ Journals required to reallocate costs to correct area
- ▶ Savings due to operational costs and wages costs down overall to end of March



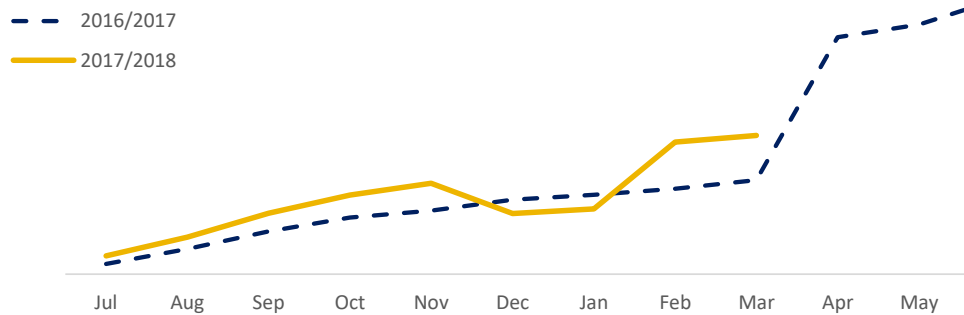
Tourism & Museums

BUDGET YTD

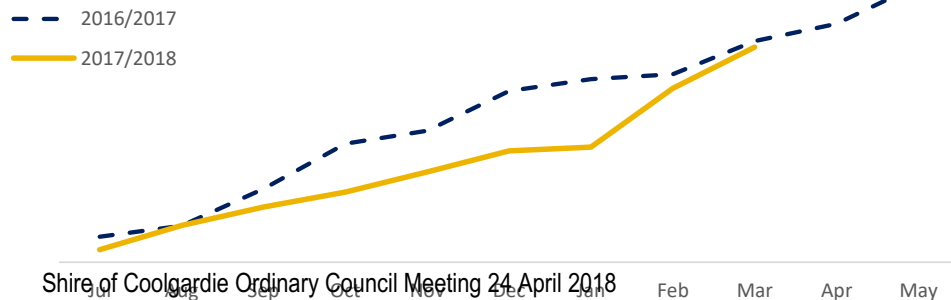
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



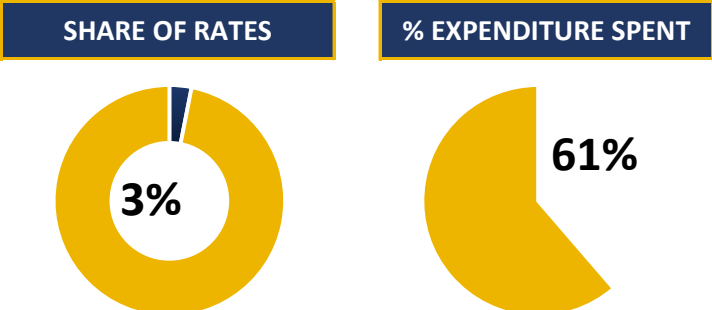
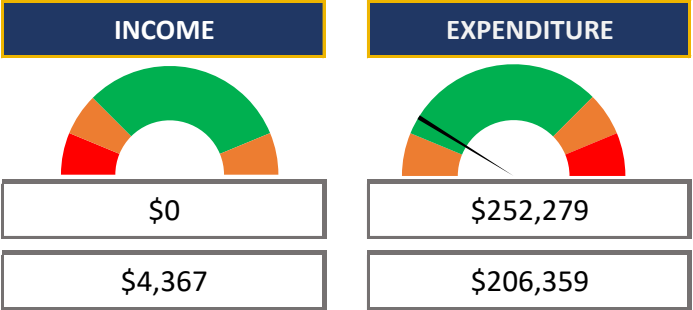
Manager's commentary

- ▶ Tourism and Museums is tracking as expected for this time of the year.
- ▶ Income has leveled out, but we are expecting an increase as tourism season reaches its peak.
- ▶ Expenditure is tracking just below last years. We do not intend on this to increase above the previous years.

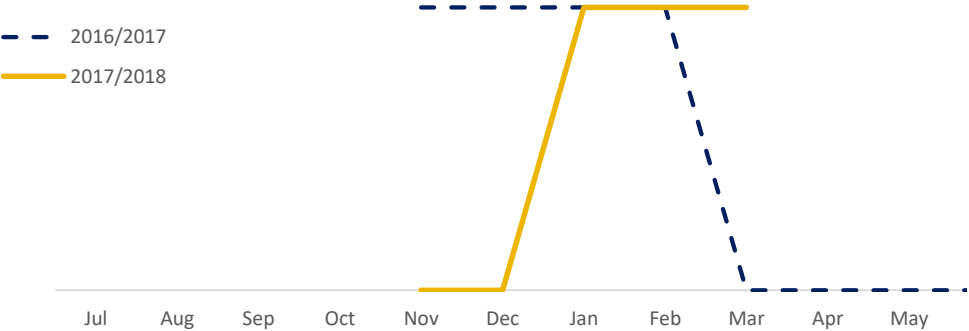


Depots and Street Lighting

BUDGET YTD
ACTUAL



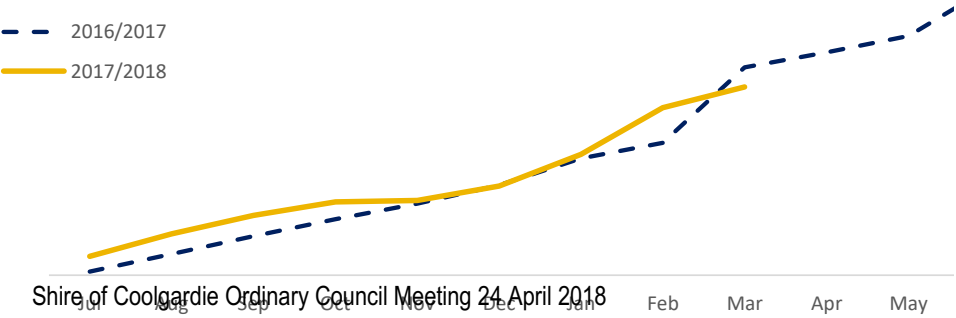
YTD Income Year on Year



Manager’s commentary

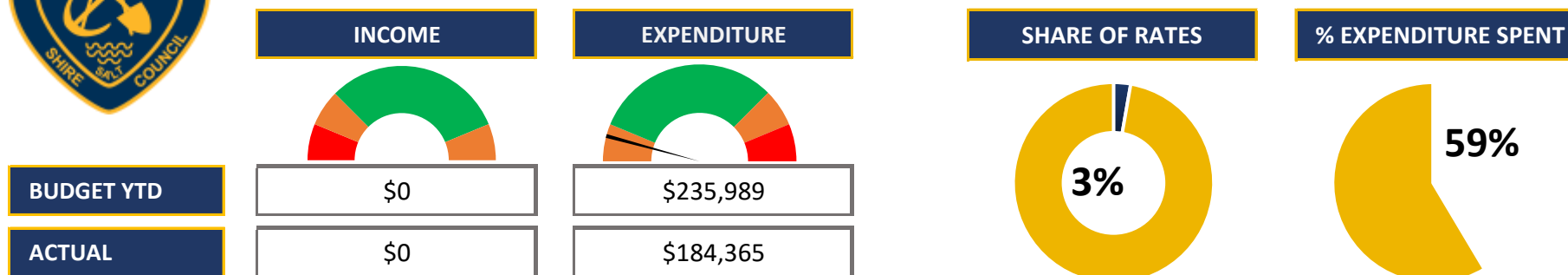
- ▶ Street Lighting, Depots & admin costs are all running under budget.

YTD Expenditure Year on Year





Verges

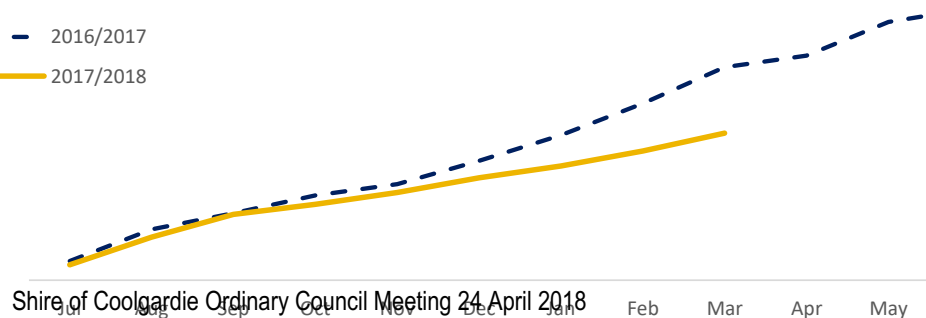


Manager's commentary

- ▶ Currently underspent to date, however, with Winter approaching it is expected that there will be an increase in expenditure over the next quarter.

YTD Expenditure Year on Year

- - - 2016/2017
 — 2017/2018



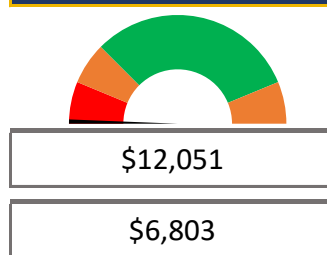


Rec Centres Coolgardie

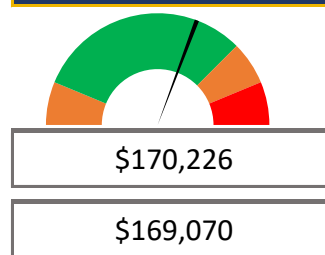
BUDGET YTD

ACTUAL

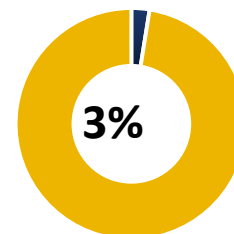
INCOME



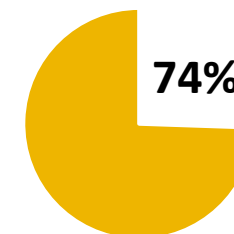
EXPENDITURE



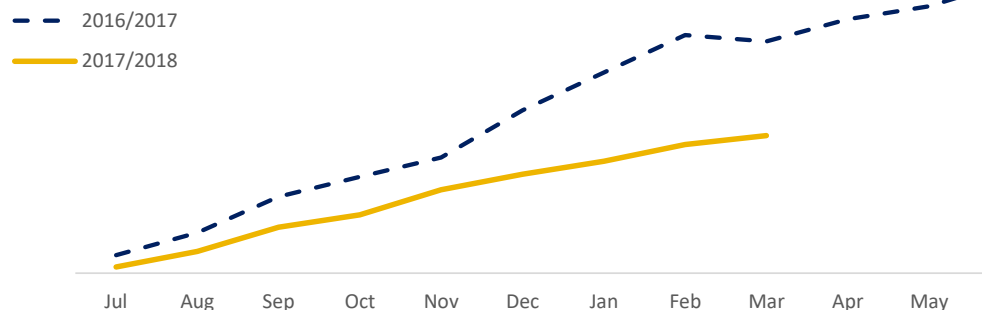
SHARE OF RATES



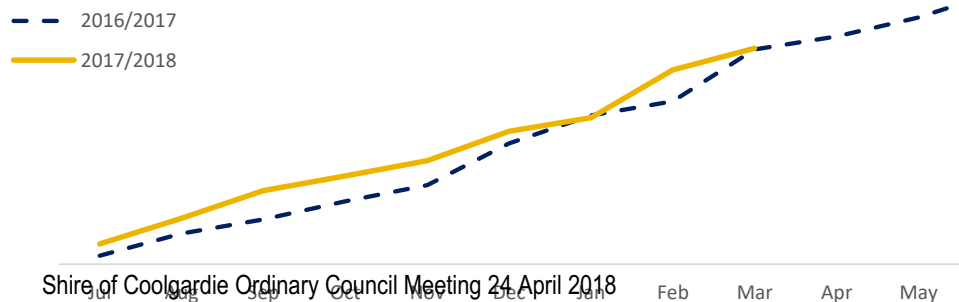
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Coolgardie Recreation is in line with budget for this period for expenditure.
- ▶ It is anticipated that we will not meet budget in income for this financial period. This is due to Great Eastern Highway construction workers having left the region and were main users of the gym facilities.

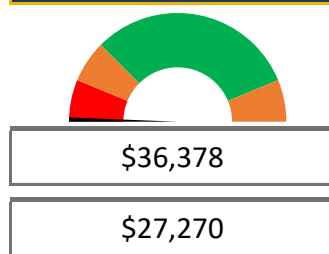


Pools Kambalda

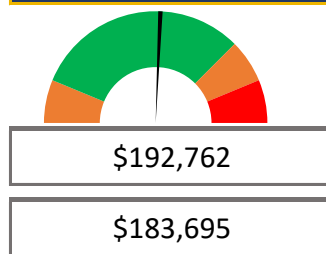
BUDGET YTD

ACTUAL

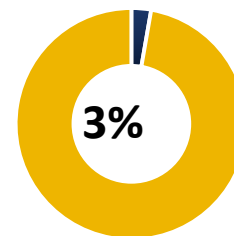
INCOME



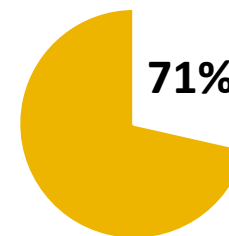
EXPENDITURE



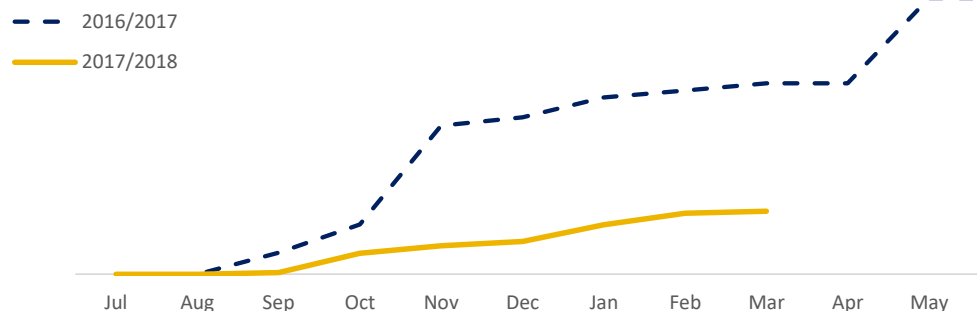
SHARE OF RATES



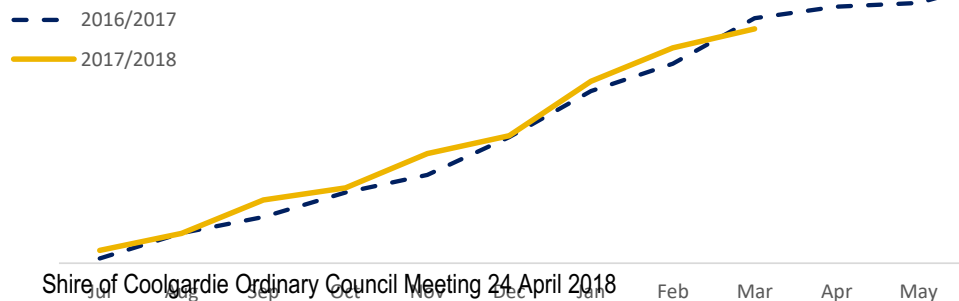
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Expenditure and income have been below budget due to the closure and storm damage cause in November 2017.
- ▶ Continuing costs for Kambalda Pool will be for upkeep and maintenance during the off season and costs associated with further assessment of the Pool.
- ▶ Expenditure will increase due to work required to obtain structural engineering report – estimated costs to be \$70,000 - \$80,000

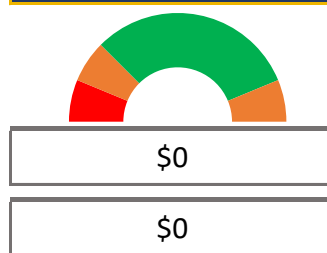


IT

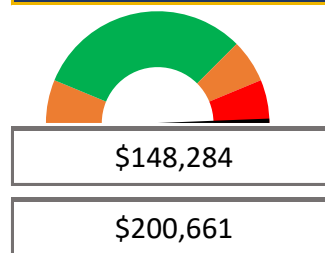
BUDGET YTD

ACTUAL

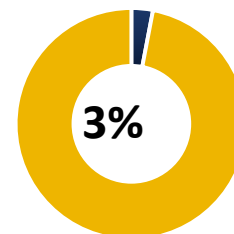
INCOME



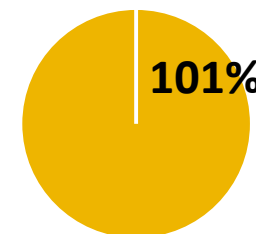
EXPENDITURE



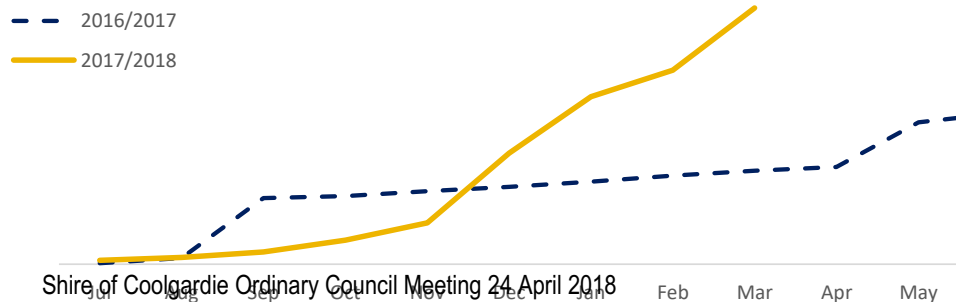
SHARE OF RATES



% EXPENDITURE SPENT



YTD Expenditure Year on Year

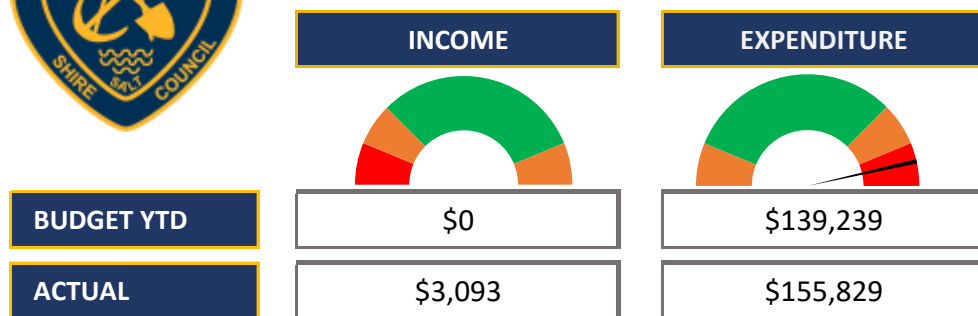


Manager's commentary

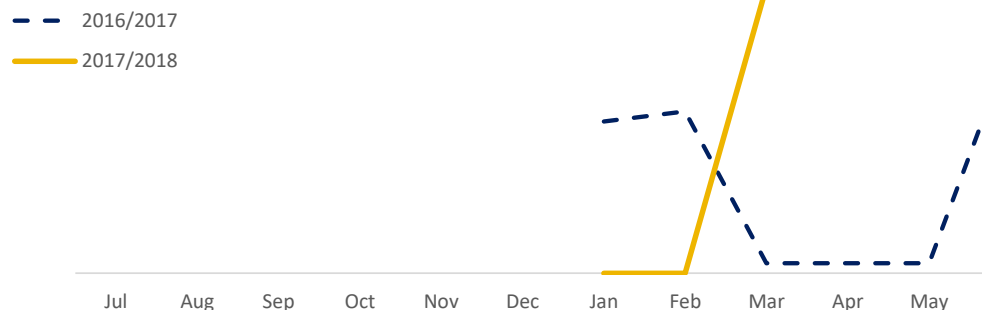
- ▶ Actual costs for IT to end of March \$166,000 – actual figure above includes outstanding purchase order already expended
- ▶ Costs expected to be over budget at end of year by \$14,000
- ▶ Anticipated that budget for 18/19 will be less due to recent upgrade of software and hardware
- ▶ Delivery of current IT service being reviewed



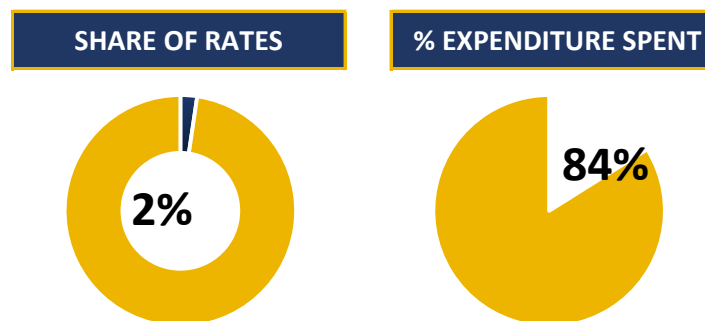
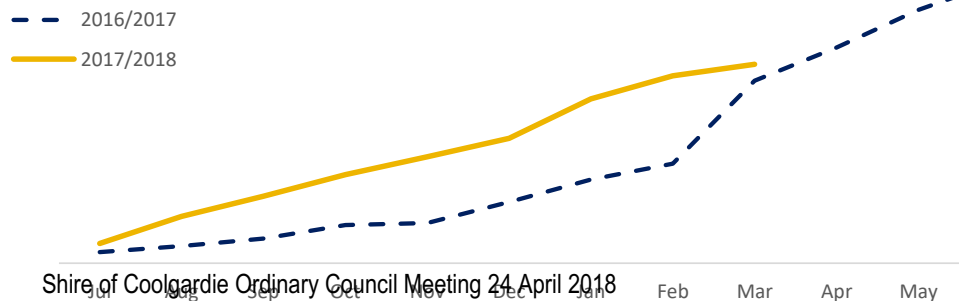
Human Resources



YTD Income Year on Year



YTD Expenditure Year on Year



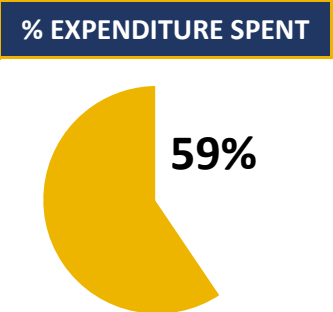
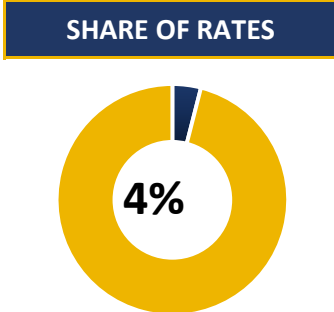
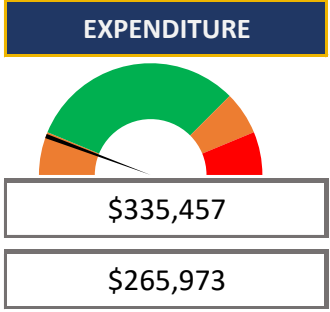
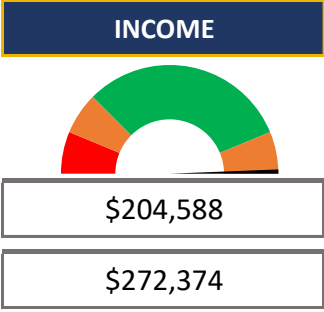
Manager's commentary

- Expenditure shows a significant increase from the previous report. This is due to a number of journals being completed for my accounts resulting in a number of months expenditure now being allocated to these accounts.
- With budget reallocation and accounts being up to date, the expenditure is still tracking as expected.

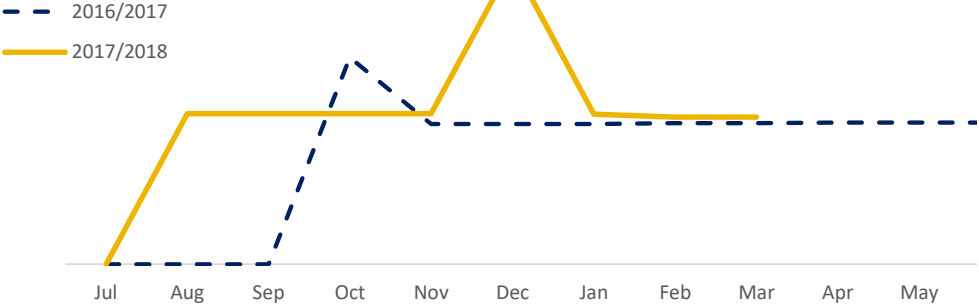


Sewerage

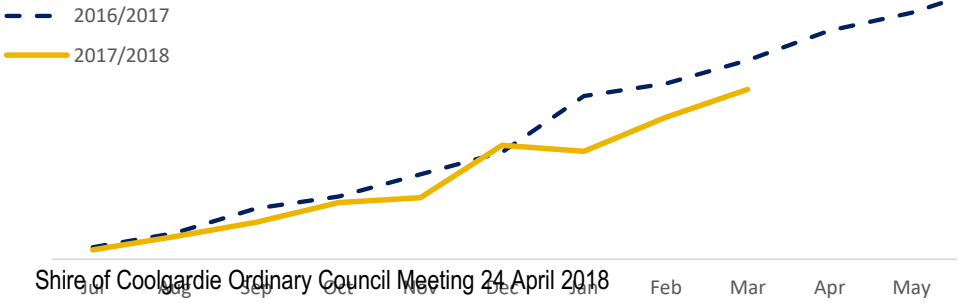
BUDGET YTD
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Income variance – budget tracking slightly ahead of schedule due to budget allocation.
- ▶ Expenditure variance – expenditure will increase significantly over the next quarter with planned works being implement over late March to May, however, it's expected that minor savings on budget will still occur.

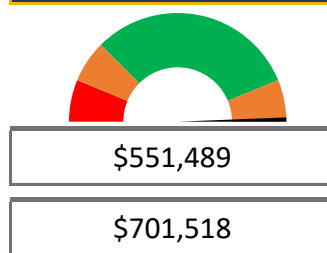


Waste

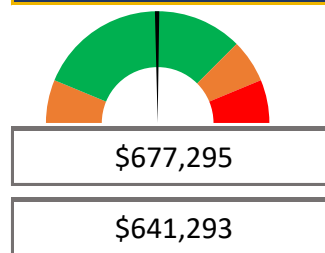
BUDGET YTD

ACTUAL

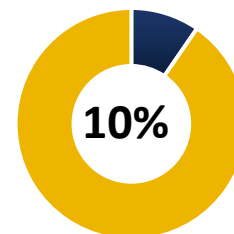
INCOME



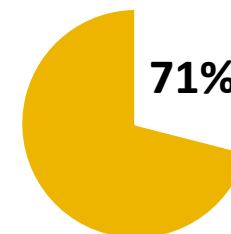
EXPENDITURE



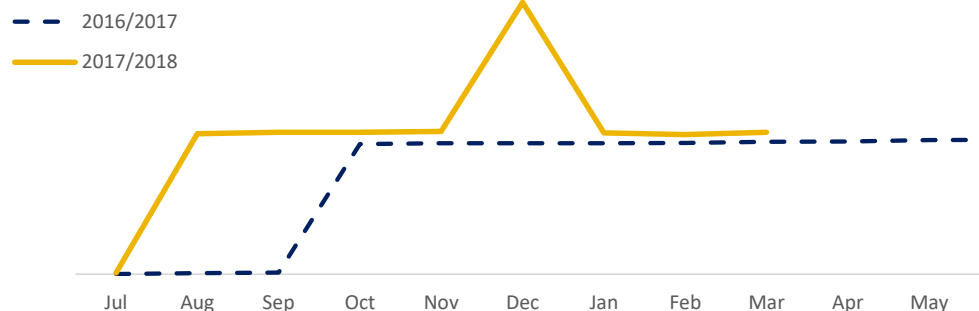
SHARE OF RATES



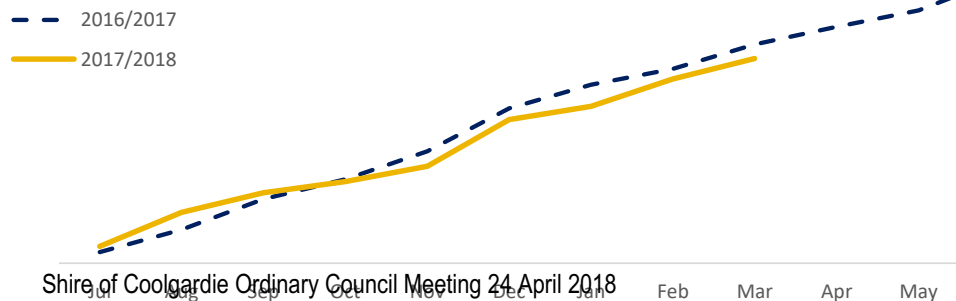
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



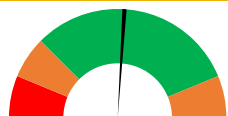
Manager's commentary

- ▶ Coolgardie & Kambalda Refuse Sites have received more income than expected due to increased activity.
- ▶ Note: have underspent in some areas & overspent in others - but overall expenditure budget is tracking well & on target to meet EOFY objectives.



Pools Coolgardie

INCOME



\$7,326

\$7,732

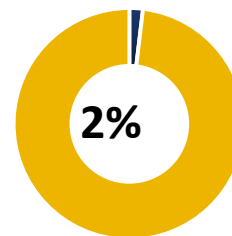
EXPENDITURE



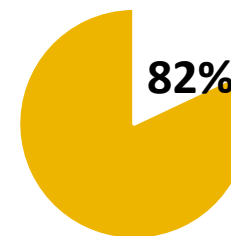
\$115,164

\$125,941

SHARE OF RATES



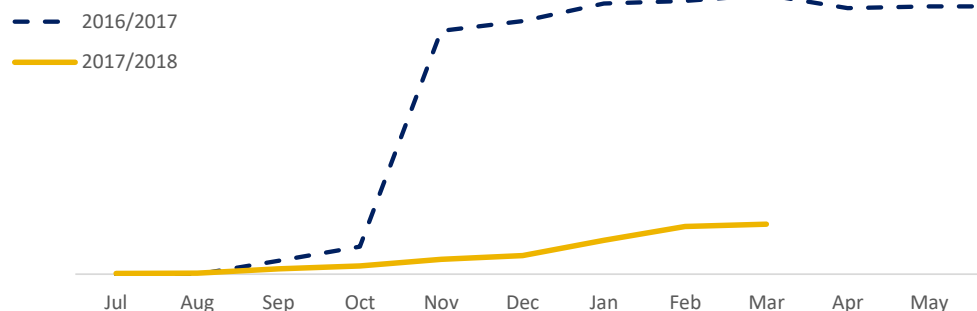
% EXPENDITURE SPENT



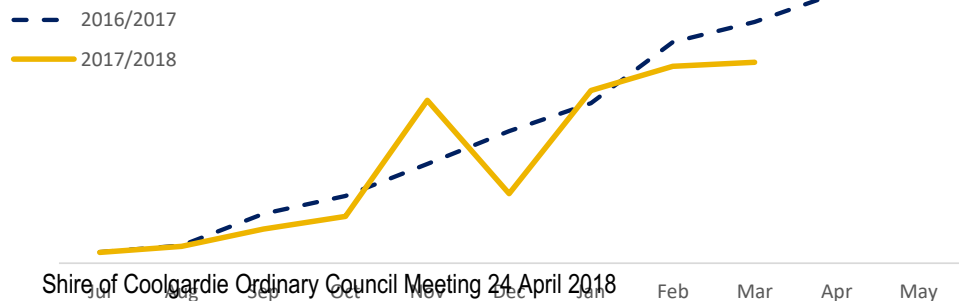
BUDGET YTD

ACTUAL

YTD Income Year on Year



YTD Expenditure Year on Year

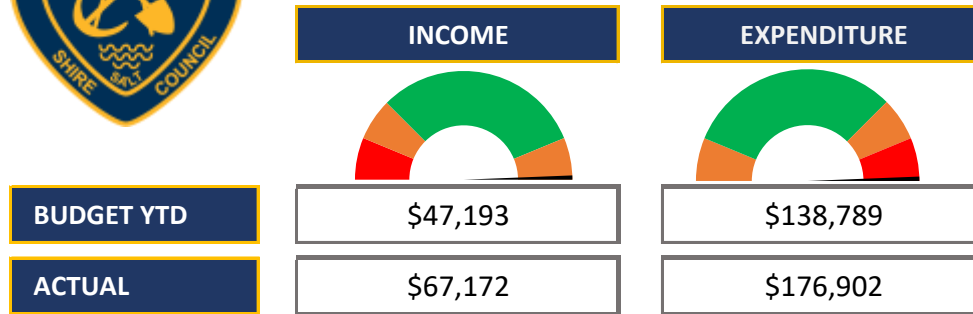


Manager's commentary

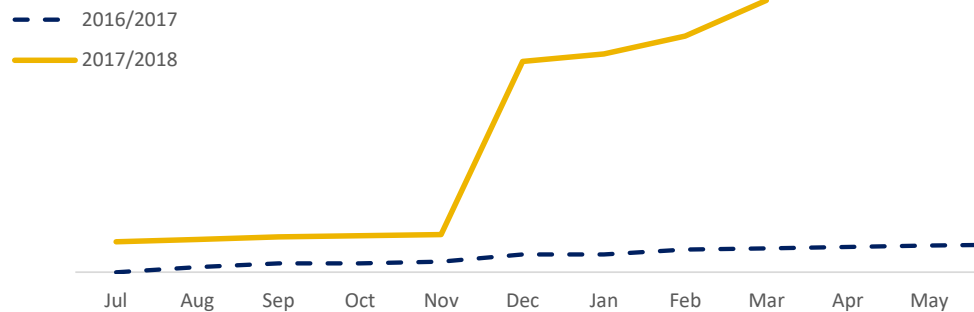
- Expenditure for the period is over YTD, however with the Pool Season now finished at 31 March, wage costs will be significantly lower. Final quarter costs will be due to regular maintenance and up keep in the off season.
- Income for the season has met budget for this financial year.



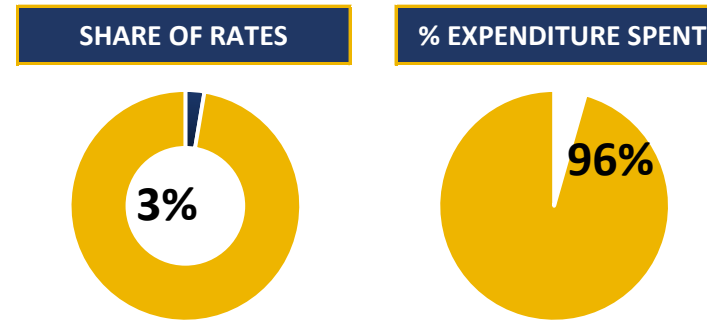
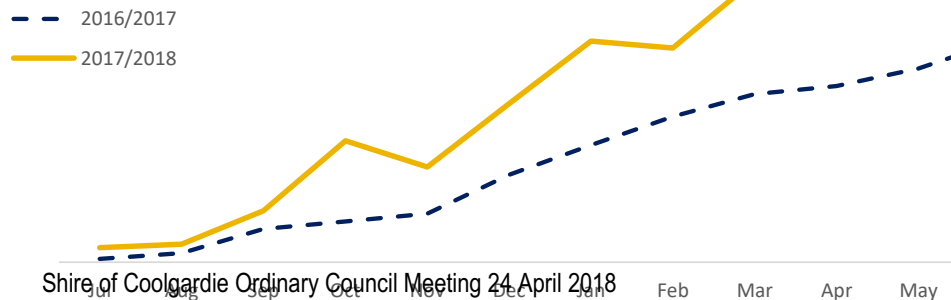
Development Control



YTD Income Year on Year



YTD Expenditure Year on Year

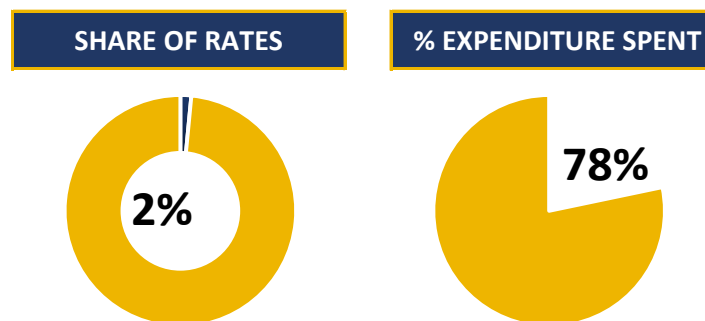
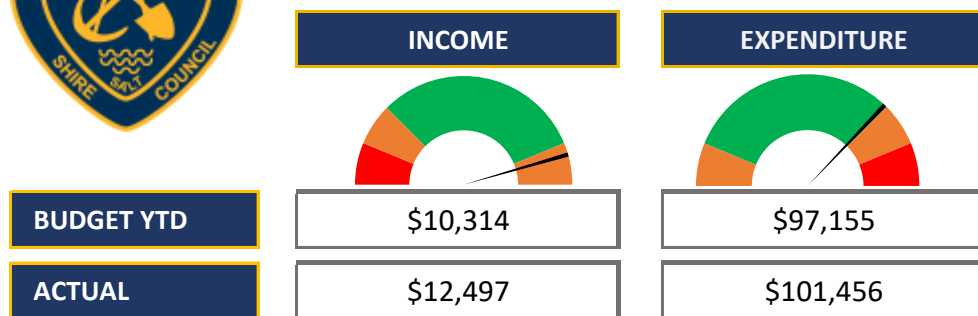


Manager's commentary

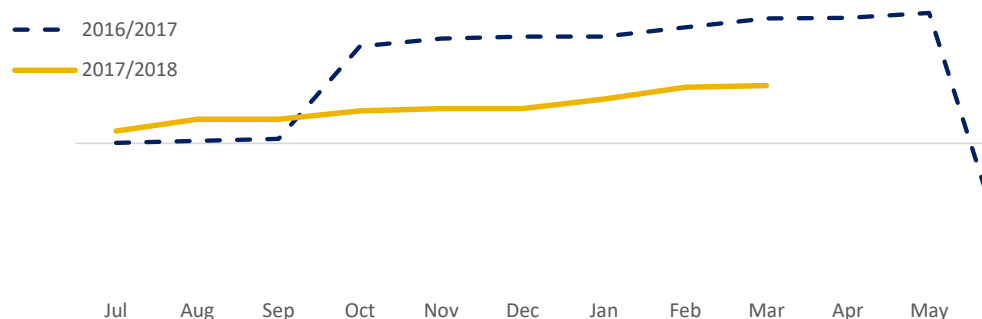
- ▶ Expenditure over ytd budget due to engagement of services for assessment and processing of applications for damaged caused to house during storm
- ▶ The statutory charges for building assessments on each roof no where near covers for cost of assessment
- ▶ Slightly offset by income increase in planning revenue



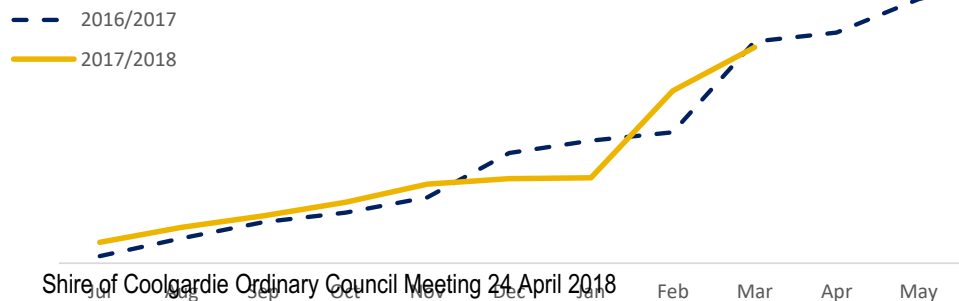
Clubs



YTD Income Year on Year



YTD Expenditure Year on Year

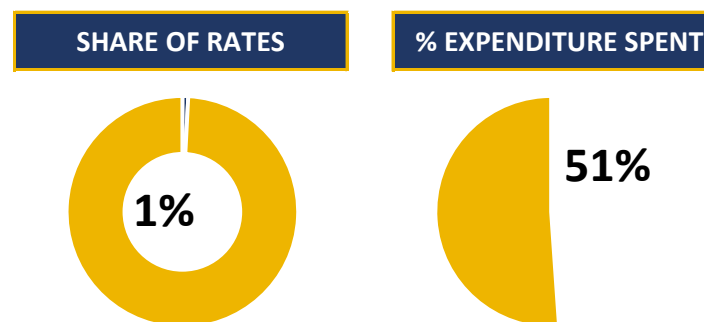
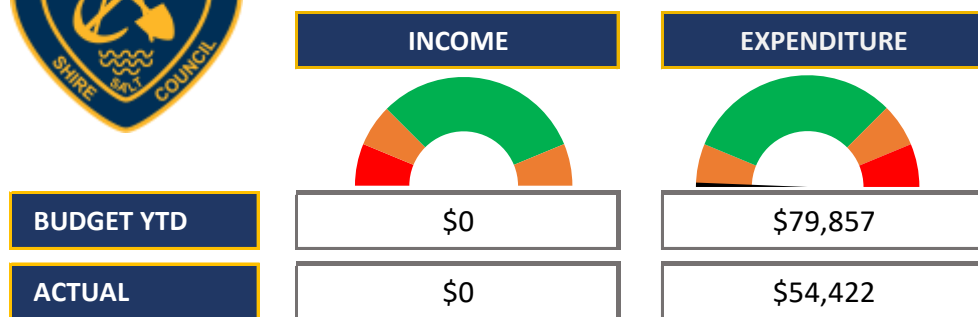


Manager's commentary

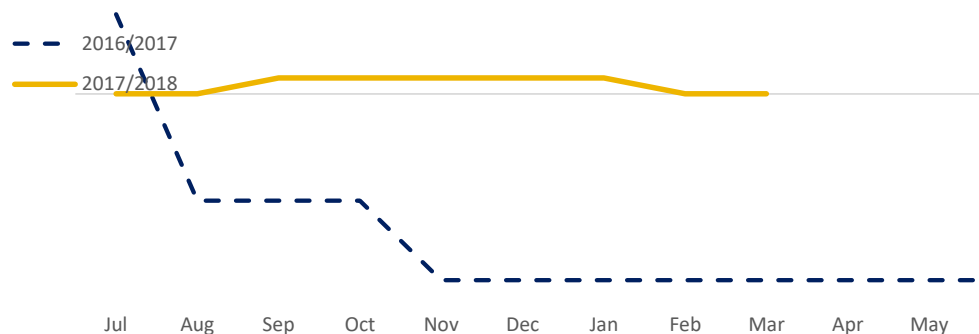
- Expenditure is slightly high this quarter with additional expenses covering minor damage and clean up at skate parks in Coolgardie and Kambalda.
- The budgeted income for this period is lower than anticipated due to the Clubs Development Officer annual funding of \$16k being discontinued this financial year. If this was not included, budgeted income would be right on track.



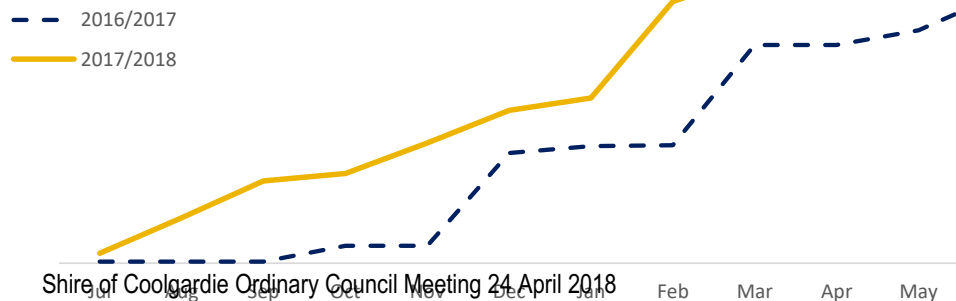
Law & Order



YTD Income Year on Year



YTD Expenditure Year on Year

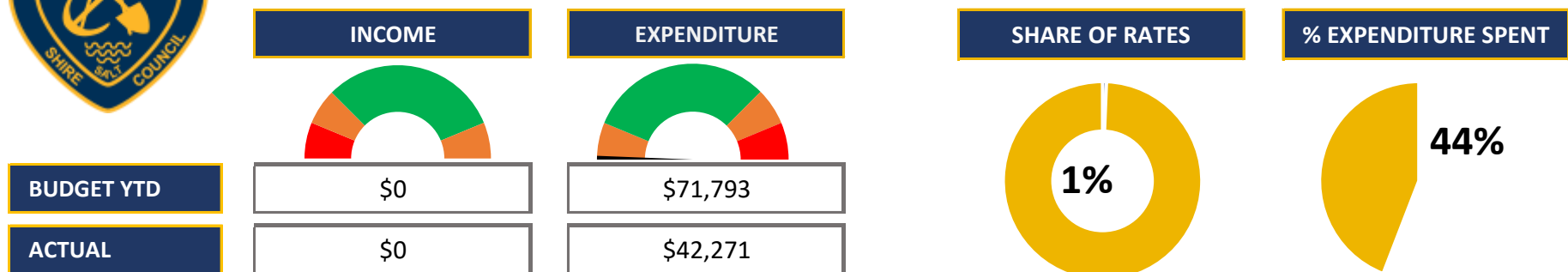


Manager's commentary

- ▶ Expenditure is tracking well under budget
- ▶ Allowance was made in the budget for law and order in regards to extra staff time
- ▶ Services been engaged from Kalgoorlie to increase exposure and compliance
- ▶ Still anticipate saving at year end



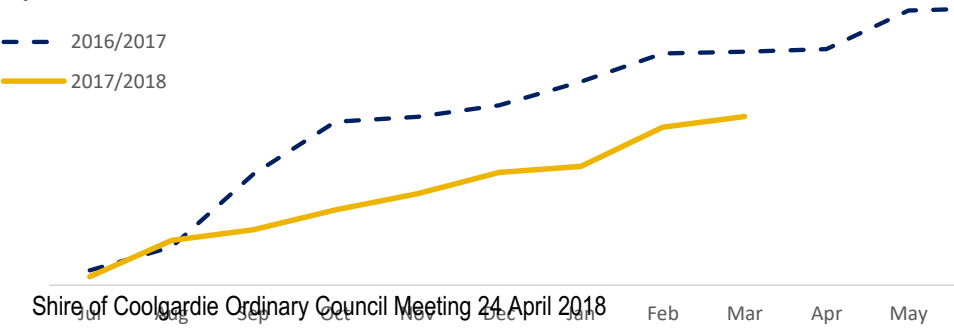
Drainage



Manager’s commentary

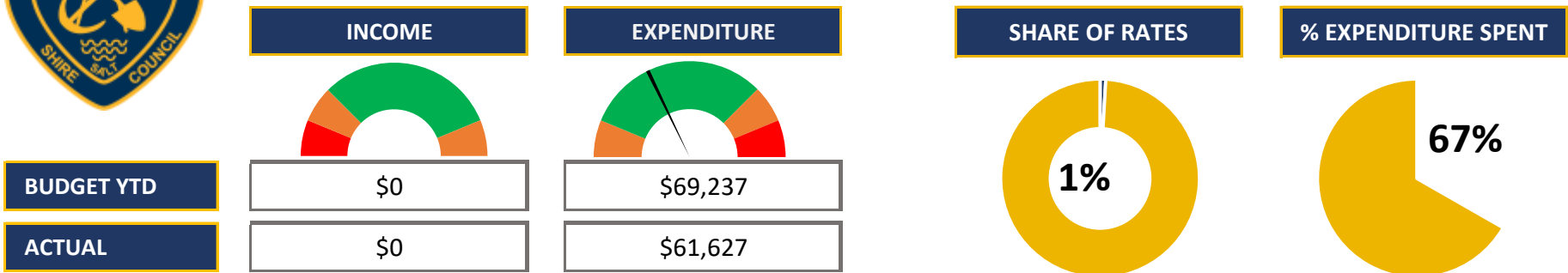
- ▶ Expect on going expenditure over the next quarter due to programmed replacement of side entry pits and clearing of major stormwater drains.
- ▶ Expected to achieve minor savings on budget.

YTD Expenditure Year on Year





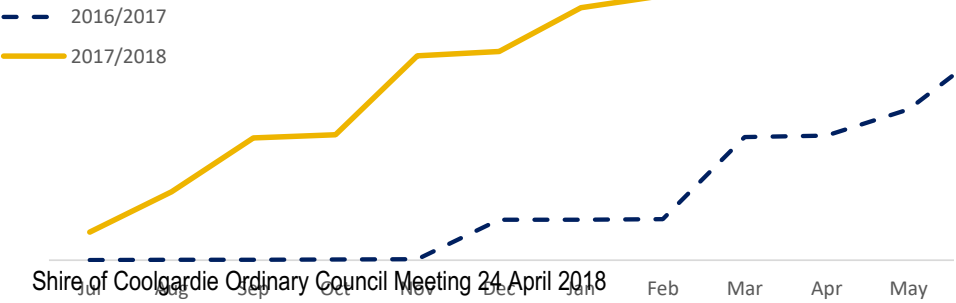
Records



Manager's commentary

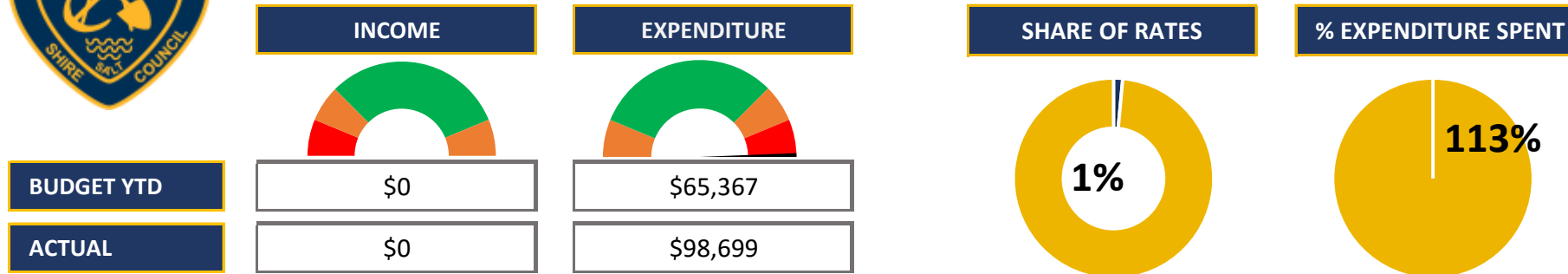
- Expenditure is on track for the Budget allocated. There is no known reason why the Budget will be exceeded.

YTD Expenditure Year on Year





Footpath Maintenance

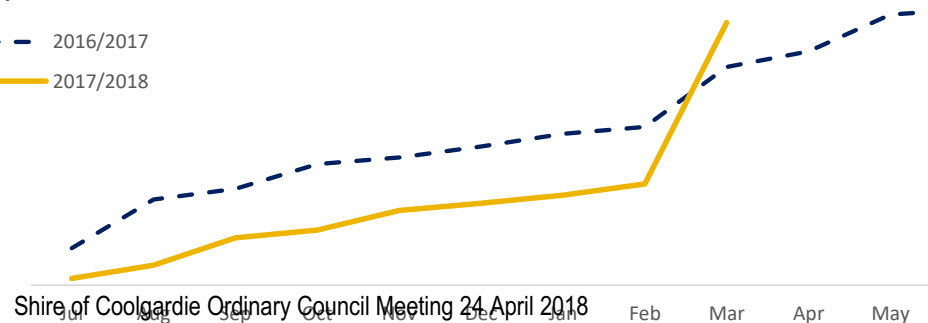


Manager's commentary

- ▶ Expenditure will increase significantly over the next quarter with the last phase of the footpath programme being implement over late April to early June.
- ▶ Expenditure to end of March \$40,857 well under budget – actual shown above due to purchase order for footpath construction in correctly allocated
- ▶ Financially sound position.

YTD Expenditure Year on Year

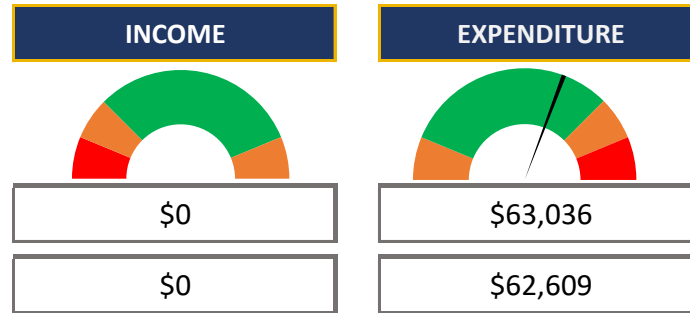
— 2016/2017
— 2017/2018





Community Development

BUDGET YTD
ACTUAL



YTD Income Year on Year

--- 2016/2017

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May

YTD Expenditure Year on Year

--- 2016/2017
— 2017/2018

Shire of Coolgardie Ordinary Council Meeting 24 April 2018

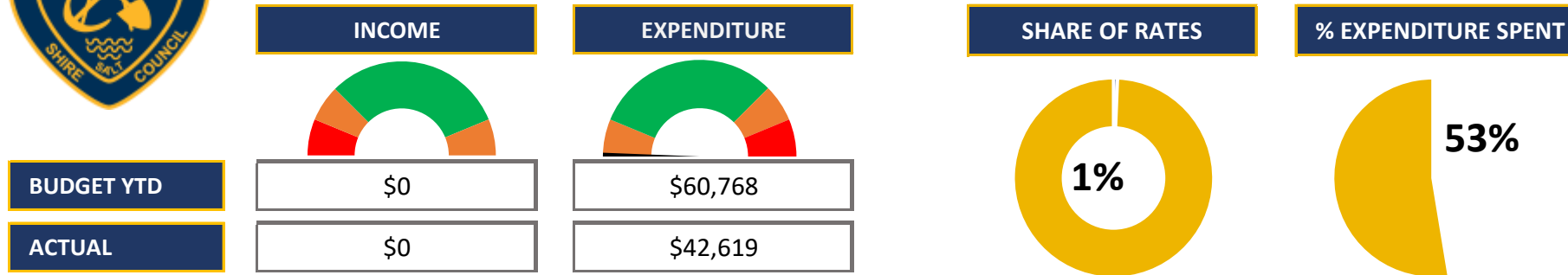


Manager's commentary

- ▶ This account attracts no income, however is on track with budget.



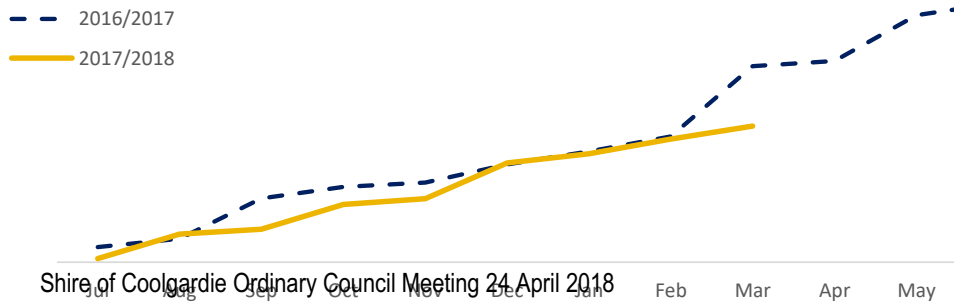
Trees



Manager's commentary

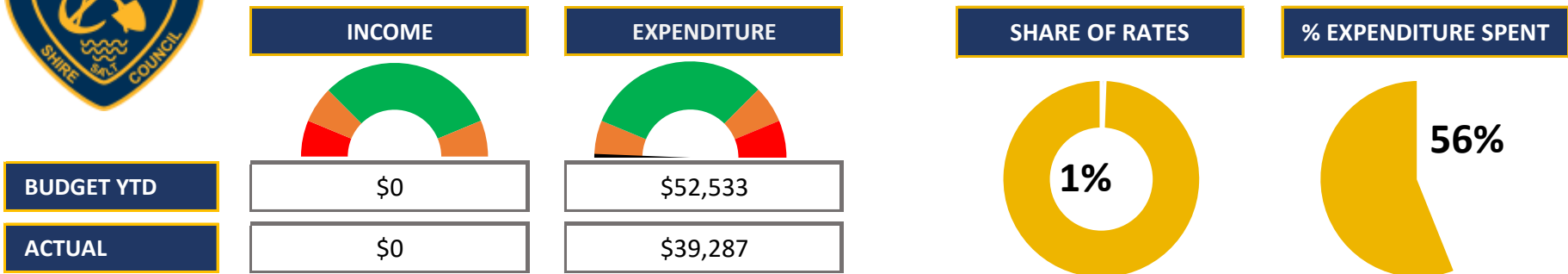
- ▶ Currently underspent, however, expect increased expenditure in last quarter due to winter storms and Western Power notifications.

YTD Expenditure Year on Year





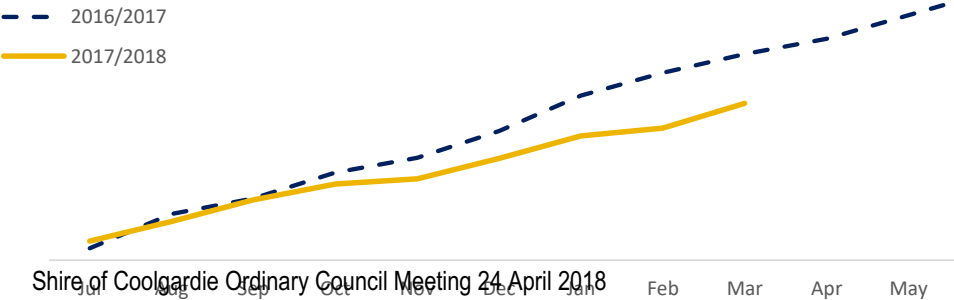
Public Amenities



Manager’s commentary

- Budget allocation expected to remain underspent in next Quarter due to less maintenance requirements than previous years.

YTD Expenditure Year on Year

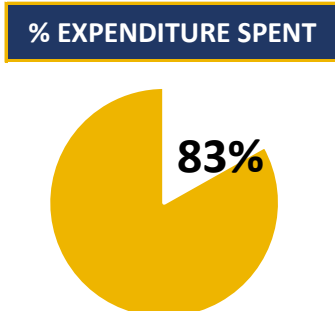
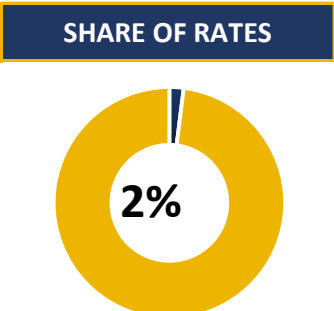
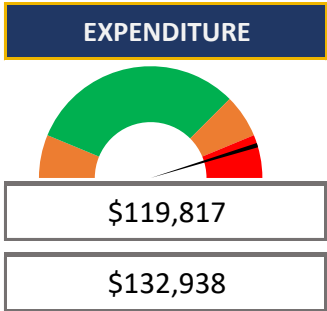
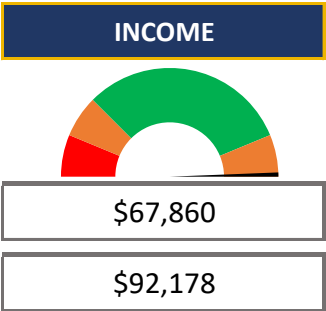




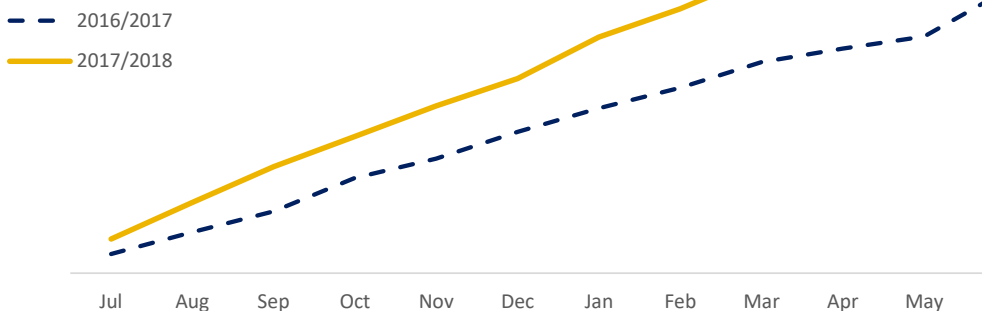
Council Housing

BUDGET YTD

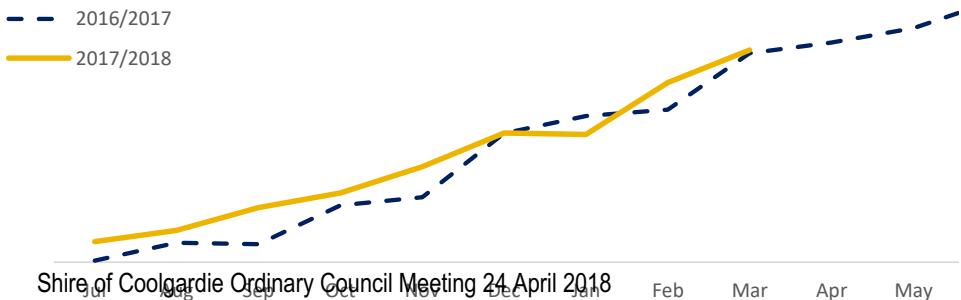
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Expenditure on Council housing has been required
- ▶ Budget allocated is phased over 12 months so not a fair reflection of ytd expenditure
- ▶ Unless unforeseen maintenance arises anticipated will be an actual saving by year end

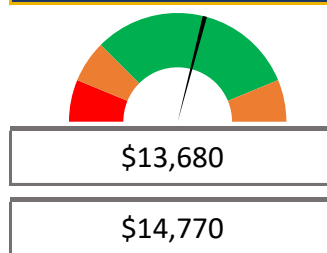


Animal Control

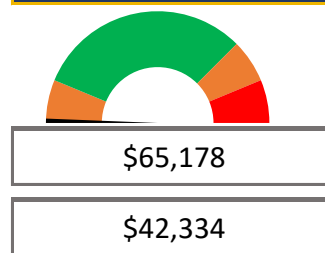
BUDGET YTD

ACTUAL

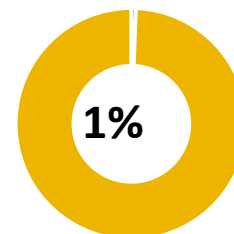
INCOME



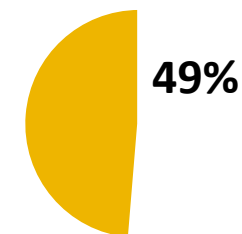
EXPENDITURE



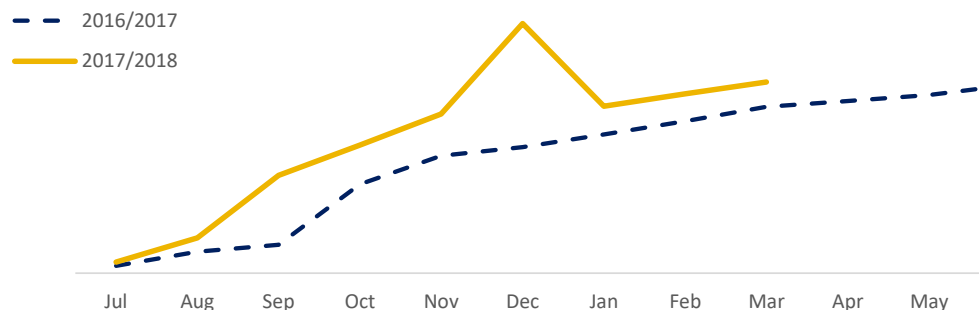
SHARE OF RATES



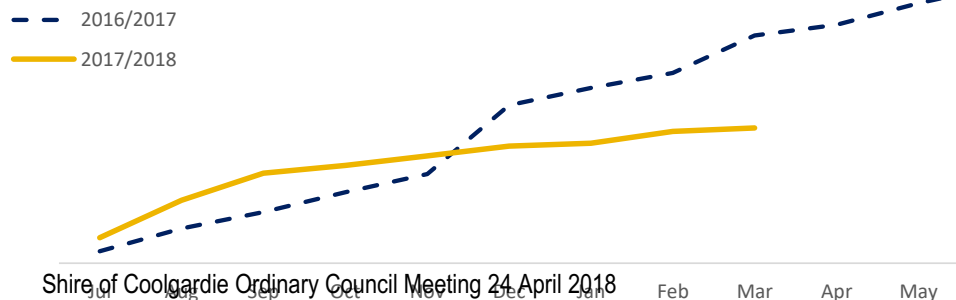
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Expenditure has been sitting low, however with new arrangements with CKB Ranger Services providing complimentary services we will see this come into line. From this service we are also seeing desired results in animal control with increased numbers of impoundments.
- ▶ Income is higher for this period with services provided in late 2017 to Dundas. In the next quarter with greater results on animal control, further fees will be collected which will hopefully see income exceed budget for the year.

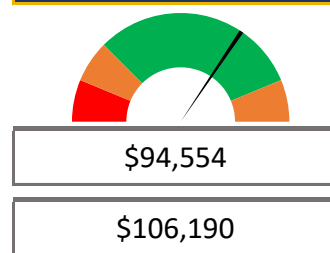


CRC Kambalda

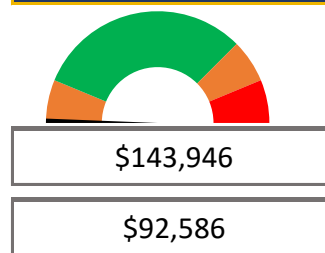
BUDGET YTD

ACTUAL

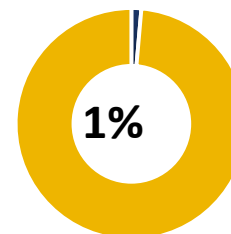
INCOME



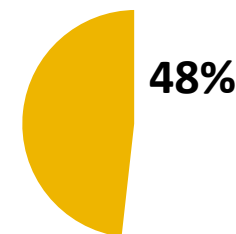
EXPENDITURE



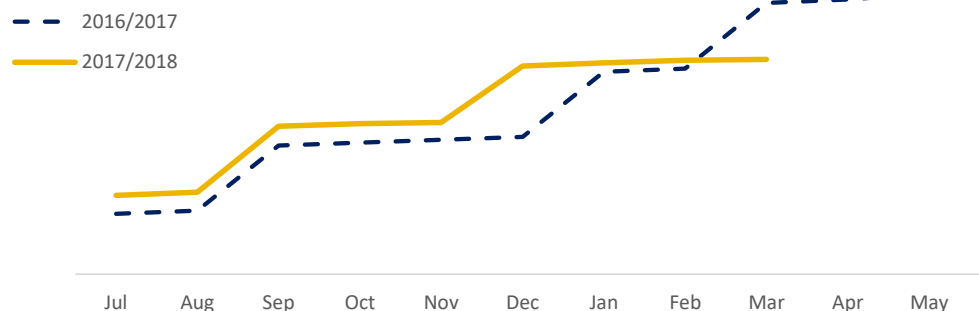
SHARE OF RATES



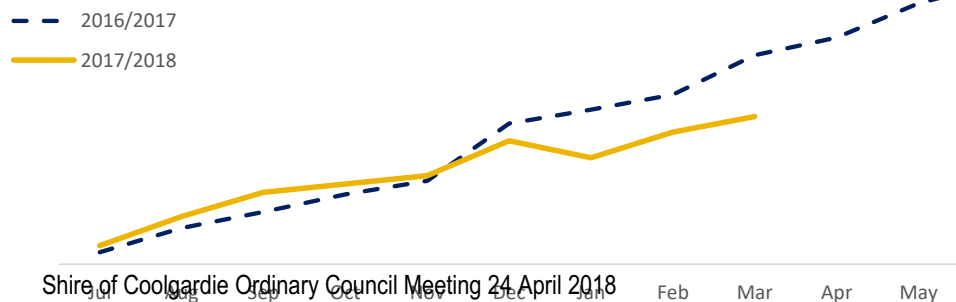
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

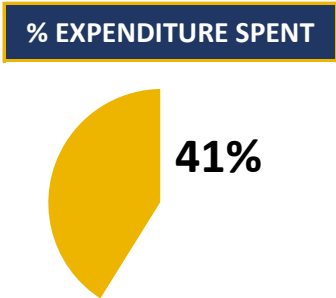
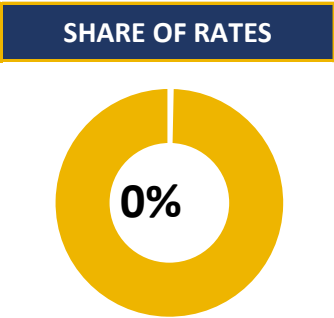
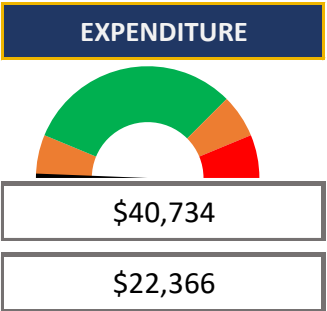
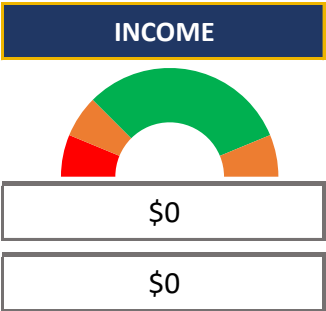
- ▶ Budget is tracking under, but with coming months and changes to staff more programs will be delivered in the last quarter of this financial year. This will assist delivery of CDC in providing support services.
- ▶ Income again is higher from earlier funding received this financial year from DPIRD.



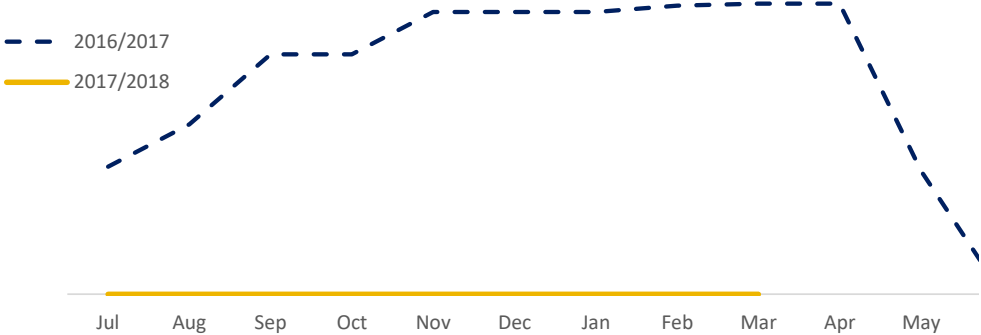
Medical Services

BUDGET YTD

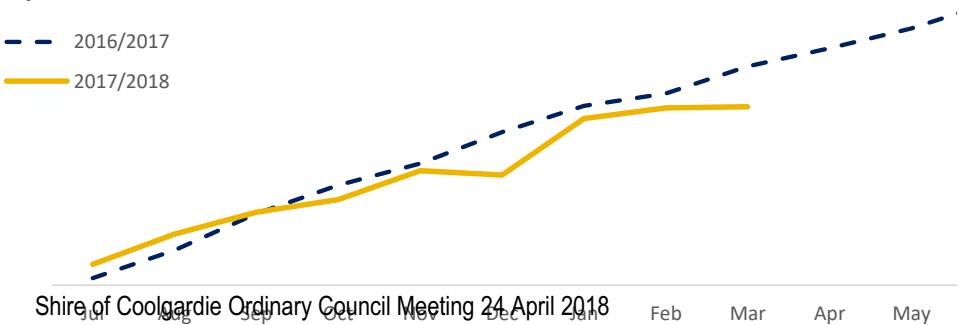
ACTUAL



YTD Income Year on Year



YTD Expenditure Year on Year

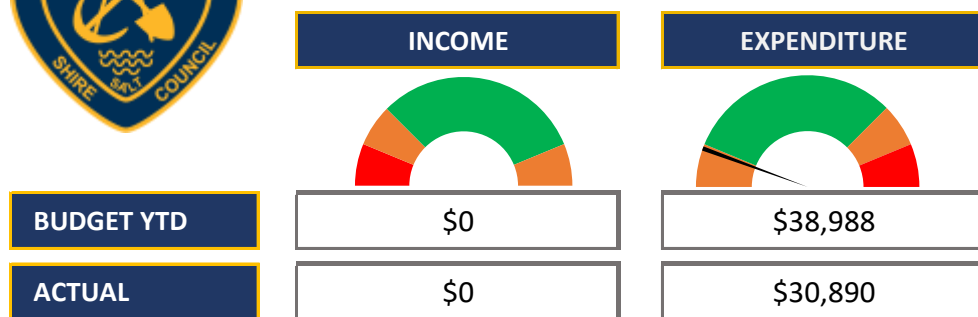


Manager’s commentary

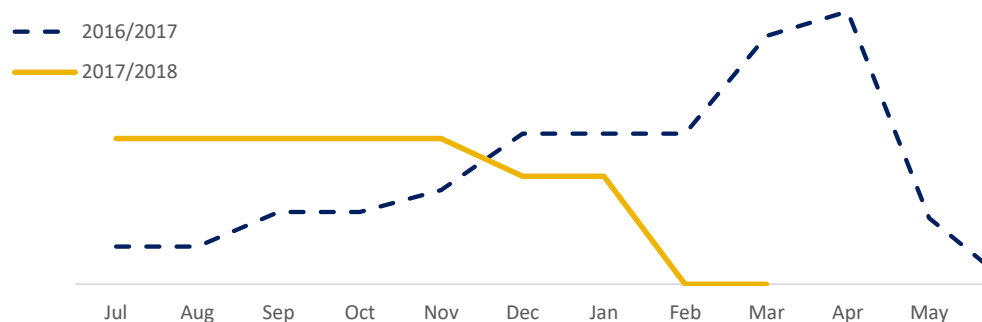
- ▶ Expenses for medical services well below budget
- ▶ Expect some increase in next 3 months due to increase in rent
- ▶ Anticipated significant savings by year end



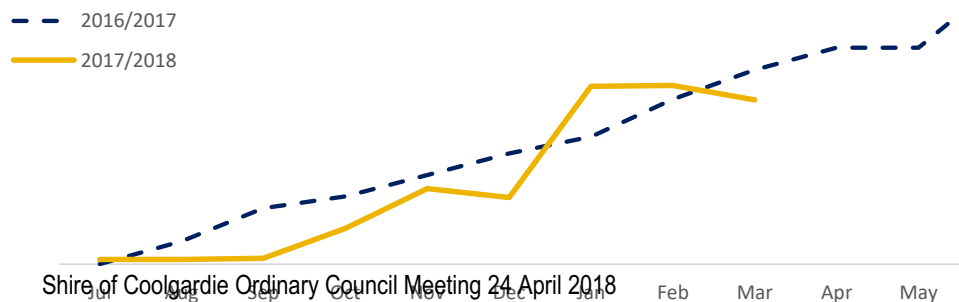
Health



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Health expenditure continuing to show savings
- ▶ Budget based on previous service offered
- ▶ 2018/2019 budget to be based on service currently being provided by CKB
- ▶ Anticipate a small saving by year end with increased efficiency and tasks having been completed



Cemetery

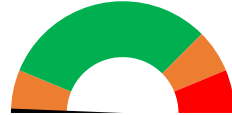
INCOME



\$1,125

\$3,030

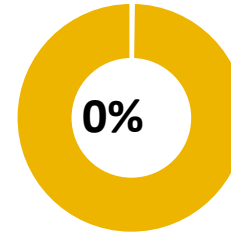
EXPENDITURE



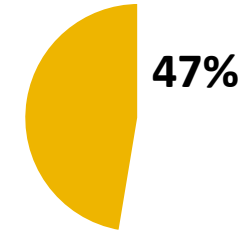
\$23,463

\$14,828

SHARE OF RATES



% EXPENDITURE SPENT

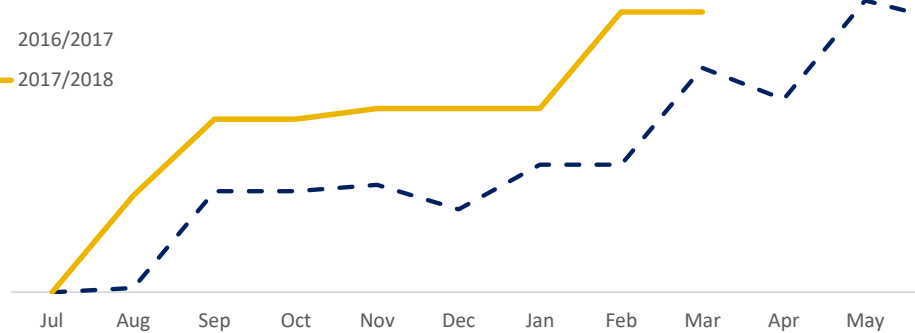


BUDGET YTD

ACTUAL

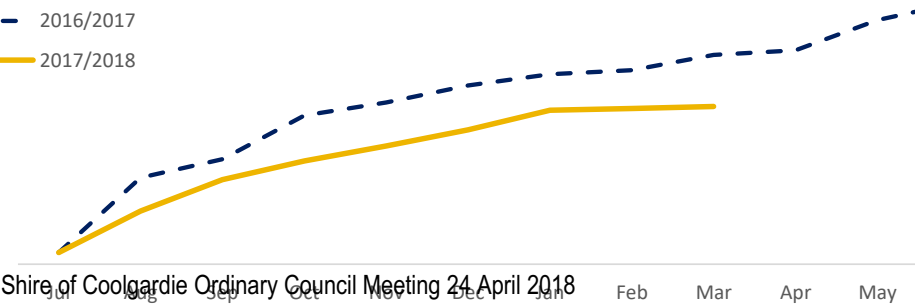
YTD Income Year on Year

--- 2016/2017
— 2017/2018



YTD Expenditure Year on Year

--- 2016/2017
— 2017/2018

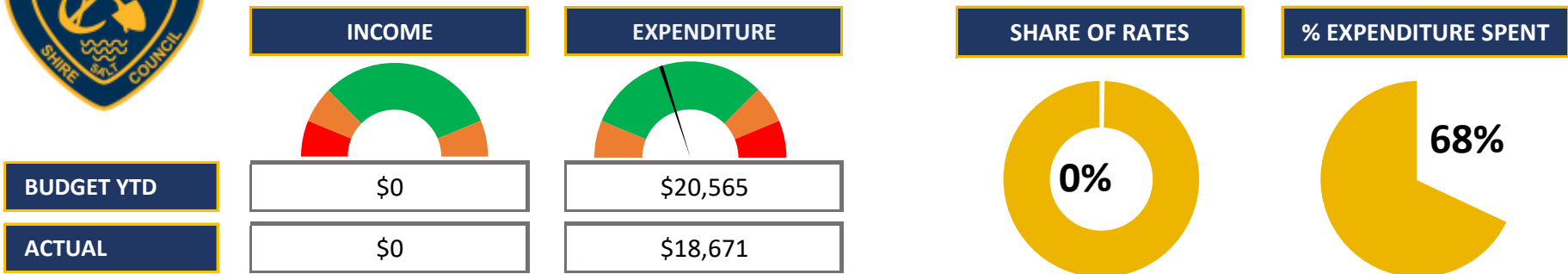


Manager's commentary

- Budget is financially fit.



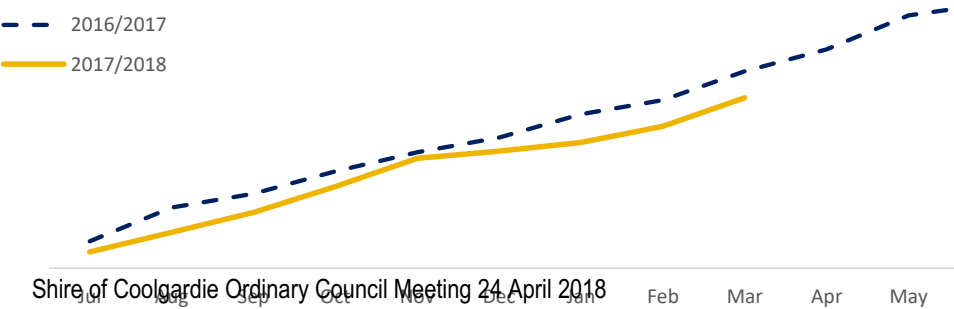
Look Out



Manager’s commentary

- Overall Lookouts and Information Bays etc are tracking on budget.

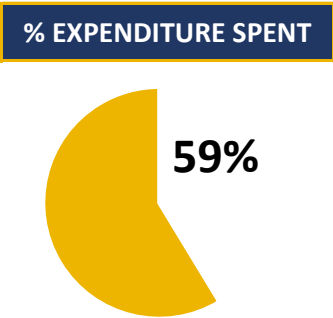
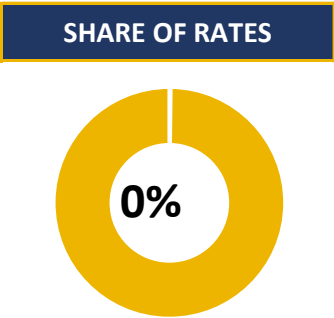
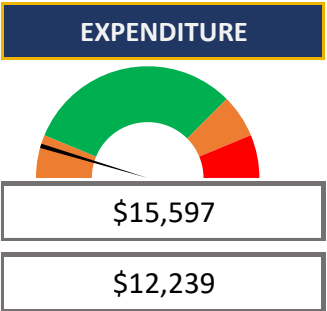
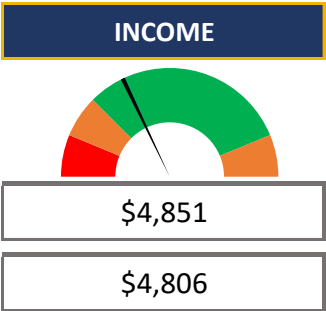
YTD Expenditure Year on Year



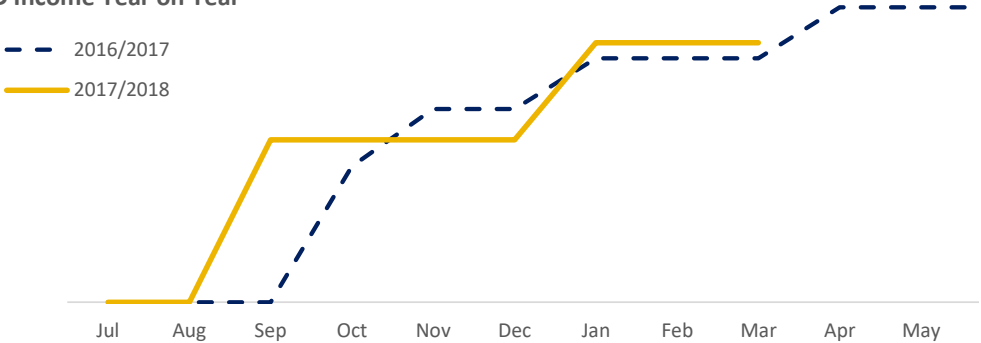


Fire Prevention

BUDGET YTD
ACTUAL



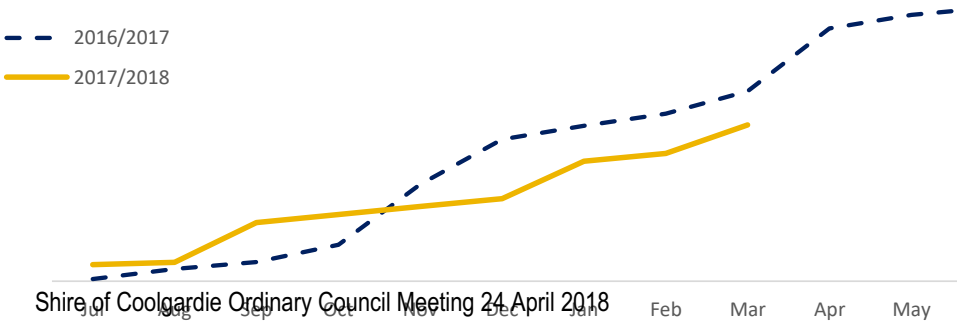
YTD Income Year on Year



Manager’s commentary

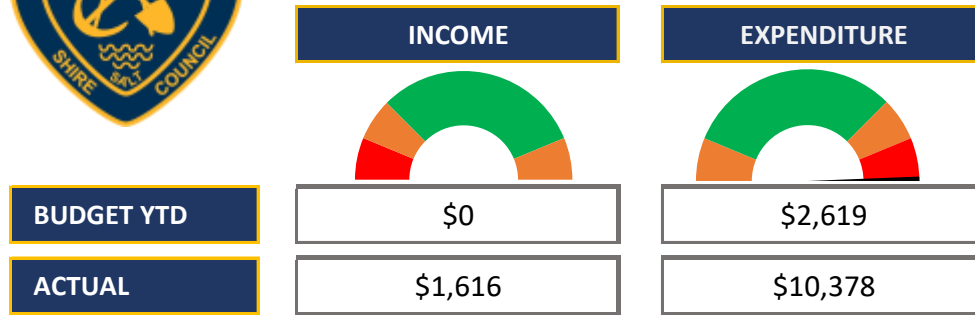
- Fire Prevention is on track for this financial year.

YTD Expenditure Year on Year

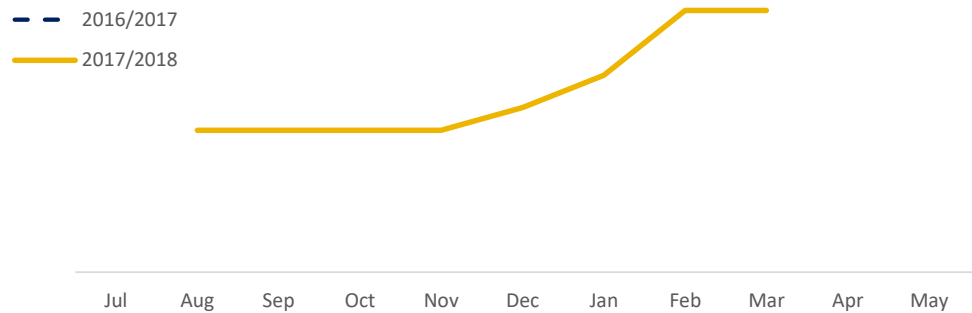




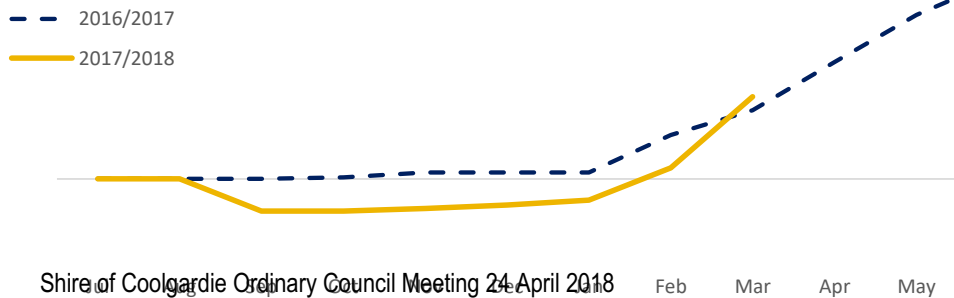
Environmental Health



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ Actual costs just under \$2,000 at end of March
- ▶ Costs above shown due to capture of purchase order in correctly
- ▶ Anticipate savings by year end

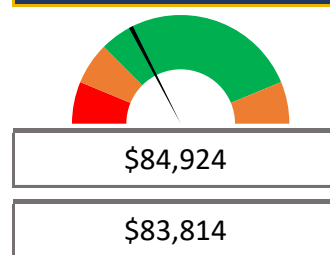


CRC Coolgardie

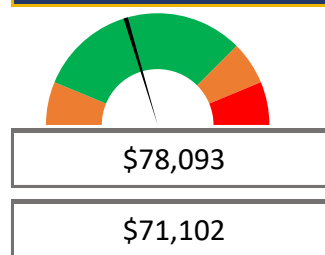
BUDGET YTD

ACTUAL

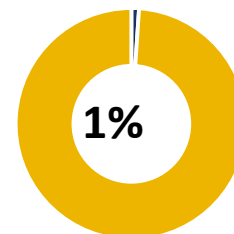
INCOME



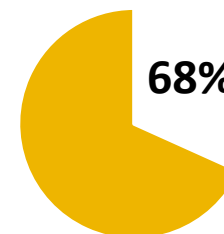
EXPENDITURE



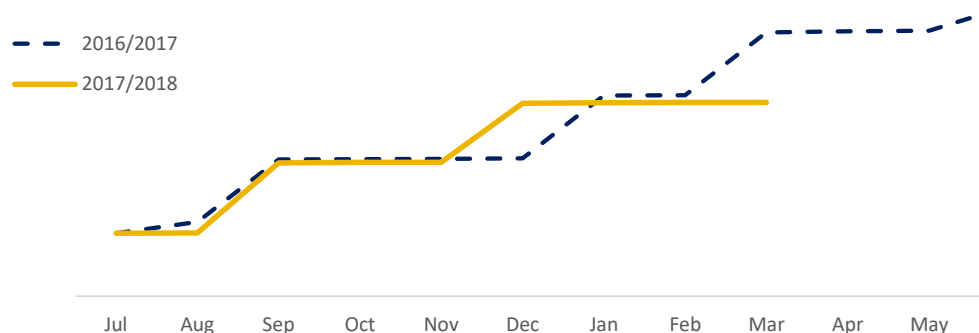
SHARE OF RATES



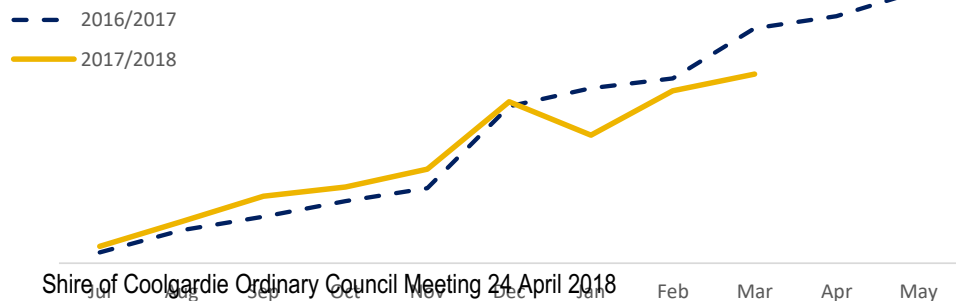
% EXPENDITURE SPENT



YTD Income Year on Year



YTD Expenditure Year on Year

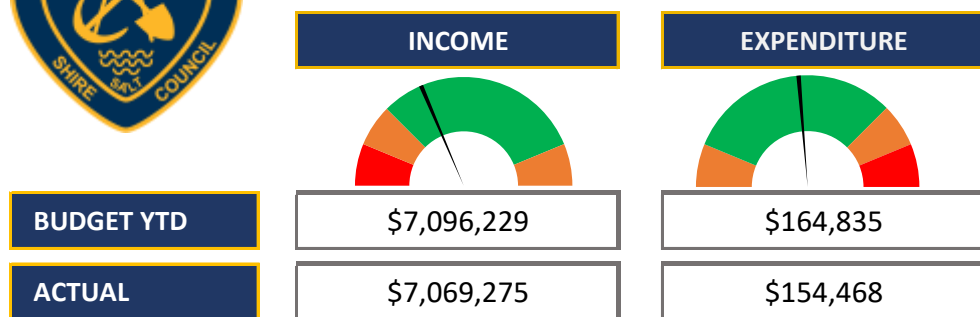


Manager's commentary

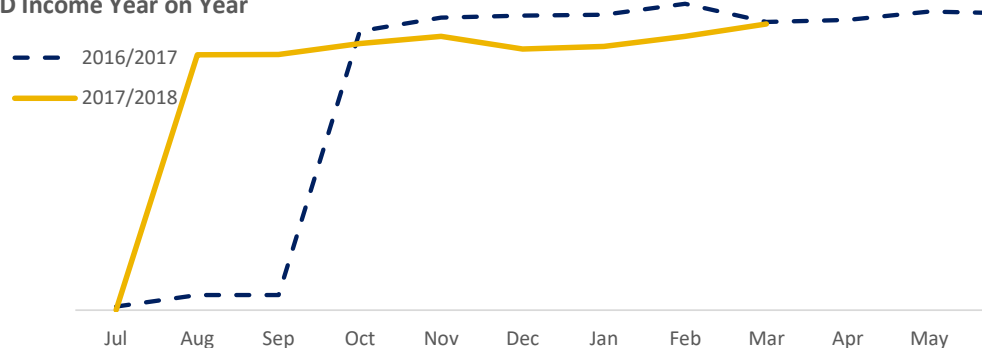
- CRC Coolgardie is on track for this period and will expend remaining funds by delivering on programs before the end of the current financial year.
- Income received has met the budget requirements for this period.



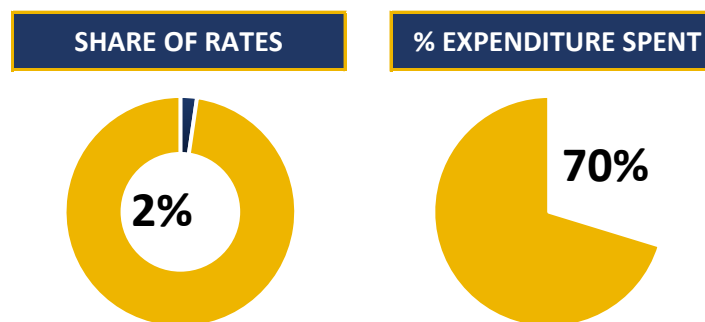
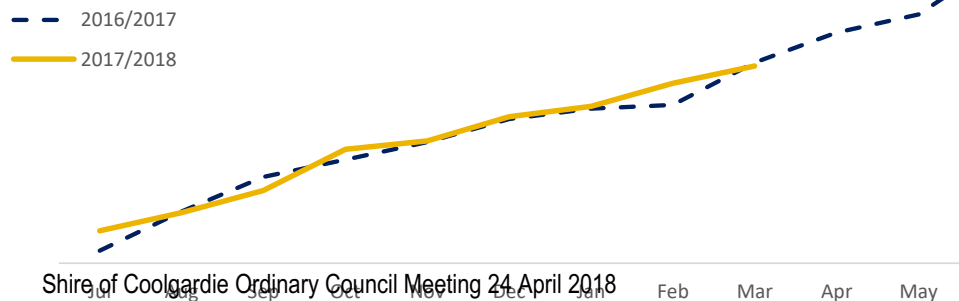
Rates



YTD Income Year on Year



YTD Expenditure Year on Year



Manager's commentary

- ▶ This report reflects 3 rates instalments out of 4, Due date on 4th Instalment being 2 April 2018.
- ▶ Anticipated rate revenue well on target
- ▶ Costs for rates service under budget due to timing of valuations and debt recovery costs
- ▶ Expected saving by year end dependent on recovery costs and valuation costs



Projected Full Year Savings

As at March 2018

Service	% Share of Rates	Expenditure FY Budget	Expenditure 17-18 YTD	Expenditure 17-18 Projection	Projected FY Variance	Projected FY Variance %
Road Construction	29.8%	\$2,003,733	\$1,439,342	\$1,723,108	+\$280,625	+14.0%
Governance	25.2%	\$1,675,279	\$1,379,507	\$1,634,900	+\$40,379	+2.4%
Finance and Admin	17.2%	\$1,153,889	\$759,744	\$1,068,840	+\$85,049	+7.4%
Public Works Overheads	13.8%	\$928,851	\$613,634	\$888,180	+\$40,671	+4.4%
Waste	13.4%	\$903,147	\$641,293	\$867,051	+\$36,096	+4.0%
Maintenance	11.5%	\$772,832	\$516,450	\$777,556	-\$4,724	-0.6%
Rec Centres Kambalda	8.0%	\$952,795	\$657,147	\$886,186	+\$66,609	+7.0%
Plant & Fleet	7.3%	\$492,965	\$350,836	\$467,473	+\$25,492	+5.2%
Parks	7.0%	\$471,235	\$330,599	\$438,751	+\$32,484	+6.9%
Tourism & Museums	6.8%	\$458,681	\$337,006	\$440,581	+\$18,100	+3.9%
Sewerage	6.7%	\$447,303	\$265,973	\$364,322	+\$82,981	+18.6%
Depots and Street Lighting	5.0%	\$336,459	\$206,359	\$290,756	+\$45,703	+13.6%
Verges	4.7%	\$314,779	\$184,365	\$243,940	+\$70,839	+22.5%
Pools Kambalda	3.8%	\$257,060	\$183,695	\$219,770	+\$37,290	+14.5%
Rec Centres Coolgardie	3.4%	\$227,042	\$169,070	\$215,465	+\$11,577	+5.1%
Rates	3.3%	\$219,815	\$154,468	\$196,800	+\$23,015	+10.5%
IT	2.9%	\$197,710	\$200,661	\$211,605	-\$13,895	-7.0%
CRC Kambalda	2.9%	\$191,974	\$92,586	\$119,662	+\$72,312	+37.7%
Human Resources	2.8%	\$185,711	\$155,829	\$190,194	-\$4,483	-2.4%
Development Control	2.8%	\$185,079	\$176,902	\$225,160	-\$40,081	-21.7%
Council Housing	2.4%	\$159,878	\$132,938	\$148,752	+\$11,126	+7.0%
Pools Coolgardie	2.3%	\$153,574	\$125,941	\$150,008	+\$3,566	+2.3%
Clubs	1.9%	\$129,608	\$101,456	\$135,014	-\$5,406	-4.2%
Law & Order	1.6%	\$106,505	\$54,422	\$66,504	+\$40,001	+37.6%
CRC Coolgardie	1.5%	\$104,149	\$71,102	\$88,923	+\$15,226	+14.6%
Drainage	1.4%	\$95,780	\$42,271	\$52,607	+\$43,173	+45.1%
Records	1.4%	\$92,344	\$61,627	\$82,170	+\$10,174	+11.0%
Footpath Maintenance	1.3%	\$87,181	\$98,699	\$83,307	+\$3,874	+4.4%
Animal Control	1.3%	\$86,941	\$42,334	\$64,039	+\$22,902	+26.3%
Community Development	1.3%	\$84,059	\$62,609	\$75,246	+\$8,813	+10.5%
Trees	1.2%	\$81,032	\$42,619	\$57,913	+\$23,119	+28.5%
Public Amenities	1.0%	\$70,054	\$39,287	\$54,499	+\$15,555	+22.2%
Medical Services	0.8%	\$54,368	\$22,366	\$28,192	+\$26,176	+48.1%
Health	0.8%	\$52,000	\$30,890	\$49,069	+\$2,931	+5.6%
Cemetery	0.5%	\$31,297	\$14,828	\$17,818	+\$13,479	+43.1%
Look Out	0.4%	\$27,438	\$18,671	\$25,558	+\$1,880	+6.9%
Fire Prevention	0.3%	\$20,852	\$12,239	\$18,292	+\$2,560	+12.3%
Environmental Health	0.2%	\$10,580	\$10,378	\$31,596	-\$21,016	-198.6%
All Services		\$13,823,979	\$9,800,141	\$12,699,807	+\$1,124,172	+8.1%

11.2 Technical Services

11.2.1 Kambalda Waste Transfer Station

Location:	Kambalda Refuse Site
Applicant:	Shire of Coolgardie
File Reference:	NAM5977
Disclosure of Interest:	Nil
Date:	04 April 2018
Author:	Waste Co-ordinator, Steven Forward and Chief Executive Officer James Trail

Summary:

For Council to consider the construction of a Transfer Station at the Kambalda Landfill Site

Background:

The Kambalda Waste Facility is licensed by the Department of Environment and Water Regulations (DWER) under Part V of the Environmental Protection Act 1986 as a Class 2 Putrescible Landfill site. The license contains many conditions relevant to the operation of the site as well as detailed site acceptance criteria. The Kambalda Refuse Site currently accepts approximately 9000 tonnes of waste per annum, including mixed municipal green, solid, commercial, industrial and construction waste.

There are four stockpiles of soil material, comprising approximately 50,000 m² of material at the facility which was transported to the site from Total Waste Management's facility in Kalgoorlie in or around 2010. The DWER has raised concerns with the Shire in relation to the material, its contamination status and potential for the material to create groundwater contamination at the site. DWER have written to the Shire requesting the issue be resolved as a matter of priority. Without a proactive approach, DWER will impose regulatory controls on the Shire to treat or remove the material from the site. Strategen have been engaged by the Shire to deal with and resolve the issue.

A proactive approach to the management of the material on the site will be required to respond to the regulatory requirements from the DWER. Based on information available, the material may not meet the Class 2 material classification for the landfill and its ongoing presence at the site could potentially lead to a breach in the Environmental Protection Act license for the facility. This could lead to regulatory penalties being imposed by DWER. The management of the material at site could also potentially lead to groundwater contamination.

While it is clearly preferable to avoid the above two scenarios, the approach to the resolution of the matter needs to carefully address an appropriate management response from the Shire which minimises costs associated with managing the material. Given the volume of the material involved, requirements for its total removal or complex treatment could impose a significant financial burden on the Shire.

In February 2014, Shire staff prepared an agenda item for Council consideration to install and construct a transfer station. For whatever reason the agenda item did not get presented to Council meeting for consideration.

Comment:

On 23rd January 2018 the Shire was issued with a notice from the Department of Water and Environmental Regulation breaching section 58 (1) of the Environmental Protection Act 1986. The breach of condition 1.3.8 of Licence L7970/1997/6 identified that daily cover was not adequate to cover deposited putrescible waste as per table 1.3.3.

Given the licence condition breach and ongoing potential risk of water contamination due to the distance of the water table at the Kambalda tip site, during discussions with the Department of Water and Environmental Regulation it was agreed that the Shire would discuss and consider the implementation of the works approval for a transfer station.

Extensive enquiries have been made into options to construct the transfer station. The amendment application by the Shire of Coolgardie for the transfer station by Department of Water and Environmental Regulations (DWER) has been accepted.

It is also proposed that in the future a smaller and similar compound be installed at the Coolgardie Refuse site to reduce uncontrolled activities on the site, provide compaction and cut down on fill costs. Design would be similar but on a much lower scale with a consequential increase in one off capital expenditure but reduced re-occurring operational costs.

The design for a transfer station has been finalised as per attachment. It is proposed that Council plant and equipment be utilised. Preliminary estimates suggest that the total cost of this work will come in at around \$326648 (ex GST) refer to attachment. The requirements for a transfer station include: construction of roads, construction of concrete slabs and push walls, installation of barrier kerbing and road markings, installation of drainage for contaminated stormwater management, construction of stormwater evaporation ponds, fencing and provision of external skip bins.

Currently the estimated cost of the operations of the Kambalda tip site for 2017/2018 is \$376,000 with an expected budget of more than \$400,000 for 2018/2019. It is estimated that the implementation of a transfer station would save a minimum operational cost of \$150,000 per annum as well as the land fill site potentially still be available for non-putrescible waste in Kambalda, the service being provided as an improved all-weather solution and the potential for longer opening hours.

Attachments:

- (ee) transfer station approval icr 7811 [11.2.1.1]
- (ff) W 5644 2014 1 - Shire Of Coolgardie - Kambalda Waste Disposal Site - Notice of Amendment to Works Ap [11.2.1.2]
- (gg) KWF 1506- M-001 F transfer station drawing [11.2.1.3]
- (hh) Kambalda Transfer Station costings [11.2.1.4]
- (ii) Kambalda Tip Licence L 7970-1997-6 [11.2.1.5]

Consultation:

Mr Steven Forward; Waste Co-ordinator
Mr Abnesh Chetty; DWER (Kalgoorlie)
Mr Stephen Checker; CEO (DWER)
Council
Department of Water and Environmental Regulation
Community Survey

Statutory Environment:

Water and Environmental Regulations and Environmental Protection Act 1986

Policy Implications:

N/A

Financial Implications:

In the 2017/2018 Annual Budget the Landfill Reserve is proposed to have a balance of \$612,427 at the 30th June 2018. The impact of transferring \$385,000 from the reserve will leave the estimated balance to be \$227,427 at 30th June 2018.

The annual shortfall from sanitation revenue to sanitation expenditure for 17/18 is estimated to be \$150,000, compared to \$290,000 in 16/17. The construction of the Kambalda Waste Facility is estimated to save at least \$150,000 per annum. This will result in sanitation operations to no longer require a draw down from reserves or rates to fund an operational short fall.

Strategic Implications:**Effective management of infrastructure, heritage and the environment**

Conserve and enhance local heritage assets

Develop and maintain Shire buildings, facilities and infrastructure assets

Develop and maintain highly functional and attractive public open spaces

Foster excellence in urban and rural planning and development

Preserve the region's unique natural attributes through observing

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Note Works Approval No W5644/2014/1 from Department of Environmental Regulation dated 26th June 2014
2. Receive Notice of Amendment to Works Approval No W5644/2014/1 from Department of Water and Environmental Regulation dated 28th March 2018
3. Endorse Site Plan – Kambalda Waste Facility – KWF1506-M-001 dated 27th November 2017
4. Authorise a budget amendment of \$385,000 to account 510018 Acquisition Refuse Site for the construction of the Kambalda Waste Facility
5. Authorise a transfer of \$385,000 from the Landfill Reserve for the construction of the Kambalda Waste Facility

COUNCIL RESOLUTION: #075/18

Moved: Councillor, K Lindup

Seconded: Councillor, N Karafilis

That Council,

- 1. Note Works Approval No W5644/2014/1 from Department of Environmental Regulation dated 26th June 2014**
- 2. Receive Notice of Amendment to Works Approval No W5644/2014/1 from Department of Water and Environmental Regulation dated 28th March 2018**
- 3. Endorse Site Plan – Kambalda Waste Facility – KWF1506-M-001 dated 27th November 2017**
- 4. Authorise a budget amendment of \$385,000 to account 510018 Acquisition Refuse Site for the construction of the Kambalda Waste Facility**
- 5. Authorise a transfer of \$385,000 from the Landfill Reserve for the construction of the Kambalda Waste Facility**

CARRIED ABSOLUTE MAJORITY 5/0



Mr Robert Connor
Shire Of Coolgardie
PO Box 138 Administration Office,
Kambalda WA 6442

Dear Mr Connor

SHIRE OF COOLGARDIE	
RECORD No	ICR7811
OFFICER	NDS MTS
02 JUL 2014	
FILE No	D8 Vol 8
ACTION DATE	

ENVIRONMENTAL PROTECTION ACT 1986: WORKS APPROVAL GRANTED

Premises

Kambalda Waste Disposal Site
Ngalbain Location 42 & 301, Crown Reserve 31717,
Kambalda, WA, 6442

Works Approval Number: W5644/2014/1

A works approval under the *Environmental Protection Act 1986* (the Act) has been granted for the above premises. The Department of Environment Regulation will advertise the issuing of this works approval in the public notices section of *The West Australian* newspaper.

The works approval includes attached conditions. Under section 55(1) of the Act, it is an offence to contravene a condition of a works approval. This offence carries a penalty of up to \$125,000 and a daily penalty of up to \$25,000

In accordance with section 102(1)(c) of the Act, you have 21 days to appeal the conditions of the works approval. Under section 102(3)(a) of the Act, any other person may also appeal the conditions of the works approval. To lodge an appeal contact the Office of the Appeals Convenor on 6467 5190 or by email at admin@appealsconvenor.wa.gov.au.

Emissions from the premises that are the subject of a works approval are not authorised until or unless a licence is issued or unless the emissions are in accordance with the works approval and while that works approval is in force.

If you have any queries regarding the above information, please contact Abnesh Chetty on 9080 5555.

Yours sincerely

Ruth Dowd
Officer delegated under section 20
of the *Environmental Protection Act 1986*

26 June 2014

enc: *Environmental Protection Act 1986* Works Approval Number: W5644/2014/1



Works Approval

Environmental Protection Act 1986, Part V

Works Approval Holder: Shire of Coolgardie

Works Approval Number: W5644/2014/1

Registered office: Shire of Coolgardie
PO Box 138
Kambalda WA 6442

ACN: 89 883 388 617

Premises address: Kambalda Landfill Facility
Ngalbain location 42, Crown Reserve 31717,
Ngalbain location 301, Crown Reserve 31717
KAMBALDA WA 6442

Issue date: Thursday, 26 June 2014

Commencement date: Friday, 27 June 2014

Expiry date: Tuesday, 25 June 2019

The following category/s from the *Environmental Protection Regulations 1987* cause this Premises to be a prescribed premises for the purposes of the Environmental Protection Act 1986:

Category number	Category description	Category production or design capacity	Premises production or design capacity
62	Solid waste depot: premises on which waste is stored, or sorted, pending final disposal or re-use.	500 tonnes or more per year	1180 tonnes per year
64	Class II or III putrescible landfill site	More than 5 000 but not more than 50 000	9 000 tonnes per year

Conditions

This Works Approval is subject to the conditions set out in the attached pages.

Officer delegated under Section 20
of the *Environmental Protection Act 1986*

Environmental Protection Act 1986
Works Approval: W5644/2014/1
File No: 2014/000694

Page 1 of 6

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Works Approval Conditions

1 General

1.1 Interpretation

1.1.1 In the Works Approval, definitions from the *Environmental Protection Act 1986* apply unless the contrary intention appears.

1.1.2 In the Works Approval, unless the contrary intention appears:

'Act' means the *Environmental Protection Act 1986*;

'CEO' means Chief Executive Officer of the Department of Environment Regulation;

'CEO' for the purpose of correspondence means:

Manager Licensing (Goldfields)
Department of Environment Regulation
PO Box 10173
KALGOORLIE WA 6433
Telephone: (08) 9080 5555
Facsimile: (08) 9021 7831
Email: Kalgoorlie@der.wa.gov.au;

'code of practice for the storage and handling of dangerous goods' means document titled "Storage and handling of dangerous goods: Code of Practice" published by the Department of Mines and Petroleum, as amended from time to time;

'dangerous goods' has the meaning defined in the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*;

'environmentally hazardous material' means material (either solid or liquid raw materials, materials in the process of manufacture, manufactured products, products used in the manufacturing process, by-products and waste) which if discharged into the environment from or within the premises may cause pollution or environmental harm. Note: Environmentally hazardous materials include dangerous goods where they are stored in quantities below placard quantities. The storage of dangerous goods above placard quantities is regulated by the Department of Mines and Petroleum;

'placard quantity' has the meaning defined in the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*;

'Premises' means the area defined in the Premises Map in Schedule 1 and listed as the Premises address on page 1 of the Works Approval;

'Schedule 1' means Schedule 1 of this Works Approval unless otherwise stated;

'Works Approval' means this Works Approval numbered W5644/2014/1 and issued under the *Act*;

'Works Approval Holder' means the person or organisation named as the Works Approval Holder on page 1 of the Works Approval;

1.1.3 Any reference to an Australian or other standard in the Works Approval means the relevant parts of the standard in force from time to time during the term of this Works Approval.



- 1.1.4 Any reference to a guideline or code of practice in the Works Approval means the current version of the guideline or code of practice in force from time to time and shall include any amendments or replacements to that guidelines or code of practice made during the term of this Works Approval.

1.2 General conditions

- 1.2.1 The Works Approval Holder shall construct the works in accordance with the documentation detailed in Table 1.2.1:

Table 1.2.1: Construction requirements¹

Document	Parts	Date of Document
Works Approval Application Form (ILS)	All, including drawings and appendices	13 March 2014
Response to request for further information - Email correspondence, received from Phil Denniston	All	26 March 2014
Response to request for further information- Email correspondence, received from Robert Connor	All	29 May 2014

Note 1: Where the details and commitments of the documents listed in condition 1.2.1 are inconsistent with any other condition of this works approval, the conditions of this works approval shall prevail.

- 1.2.2 The Works Approval Holder, except where storage is prescribed in section 1.3, shall ensure that environmentally hazardous materials are stored in accordance with the code of practice for the storage and handling of dangerous goods.
- 1.2.3 The Works Approval Holder shall ensure that the 18, 3m³ bins (as depicted in Schedule 1) used for the storage of household domestic waste are constructed to include an impervious covering or lid, to prevent unnecessary leachate generation.

1.3 Premises operation

There are no specified conditions relating to Premises operation in this section.

2 Emissions

There are no specified conditions relating to emissions in this section.

3 Monitoring

There are no specified conditions relating to monitoring in this section.

4 Improvements

There are no specified conditions relating to improvements in this section.



5 Information

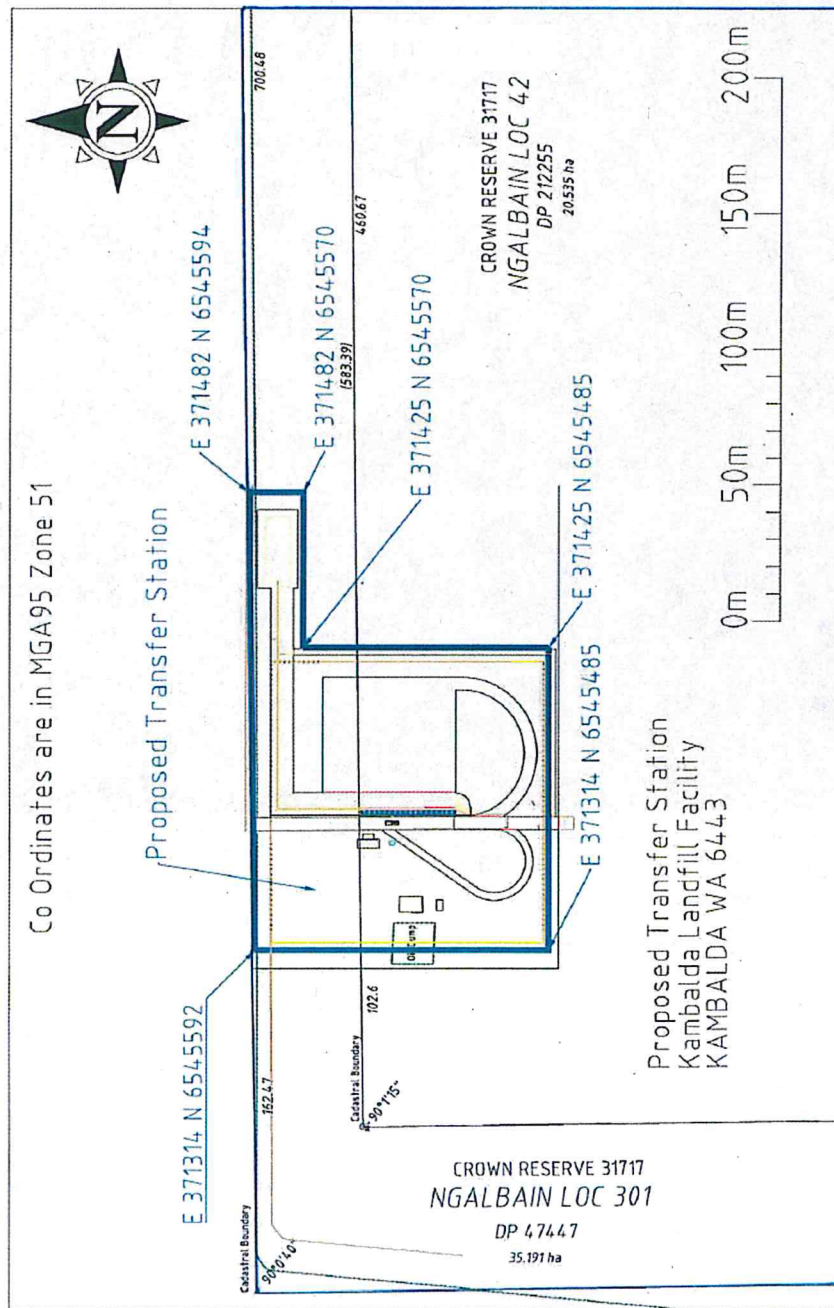
5.1 Reporting

- 5.1.1 The Works Approval Holder shall submit a compliance document to the CEO, following the construction of the works and prior to commissioning of the same.
- 5.1.2 The compliance document shall:
- (a) certify that the works were constructed in accordance with the conditions of the works approval; and
 - (b) be signed by a person authorised to represent the Works Approval Holder and contain the printed name and position of that person within the company.

Schedule 1: Maps

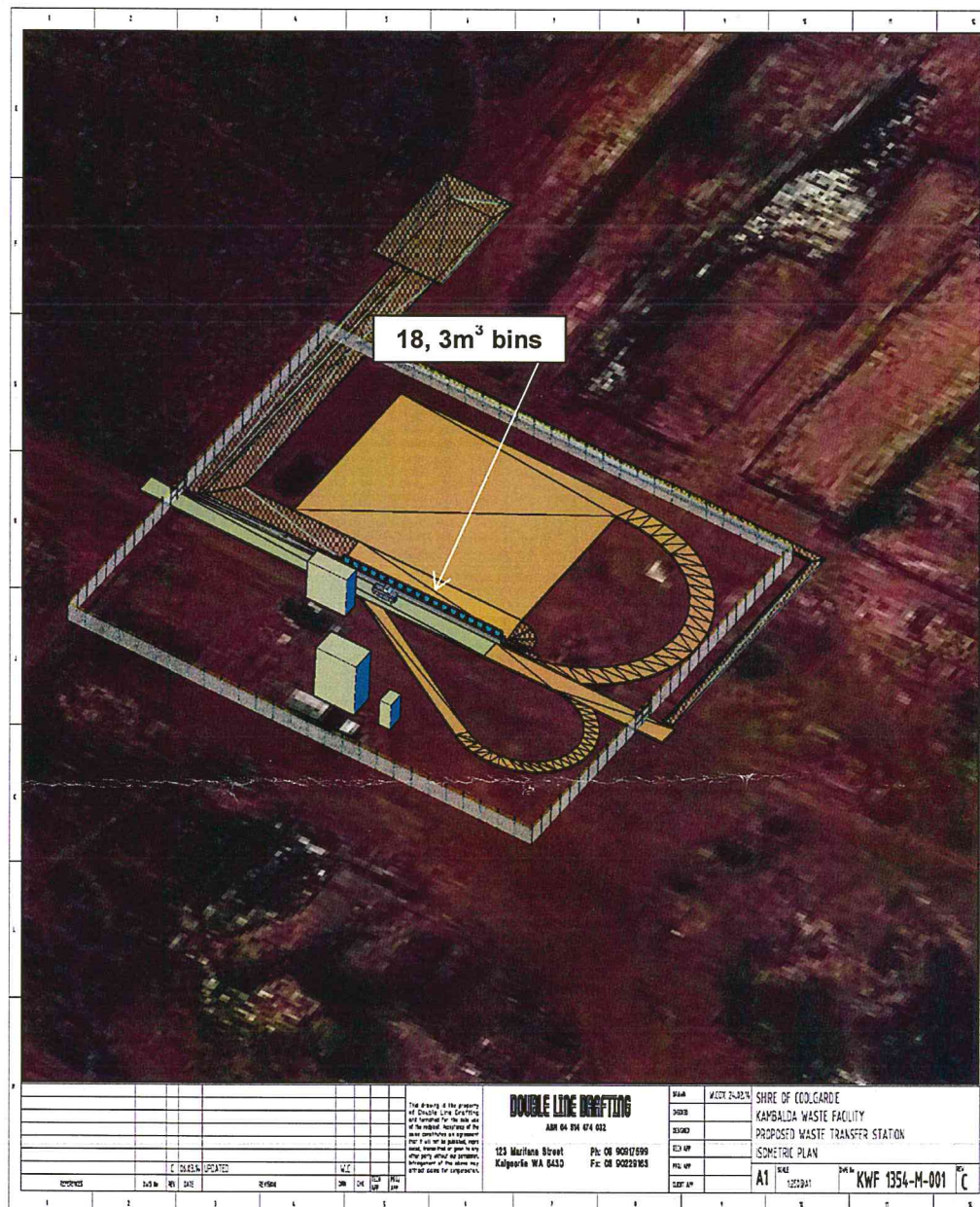
Premises map

The Premises is shown in the maps below. The blue line depicts the Premises boundary.





Proposed Layout of the Transfer Station





Decision Document

Environmental Protection Act 1986, Part V

Proponent: Shire of Coolgardie

Works Approval: W5644/2014/1

Registered office: Shire of Coolgardie
PO Box 138
Kambalda WA 6442

ACN: 89 883 388 617

Premises address: Kambalda Landfill Facility
Ngalbain location 42, Crown Reserve 31717,
Ngalbain location 301, Crown Reserve 31717
KAMBALDA WA 6442

Issue date: Thursday, 26 June 2014

Commencement date: Friday, 27 June 2014

Expiry date: Tuesday, 25 June 2014

Decision

Based on the assessment detailed in this document, the Department of Environment Regulation (DER), has decided to issue a works approval. DER considers that in reaching this decision, it has taken into account all relevant considerations.

Decision Document prepared by:

Abnesh Chetty
Licensing Officer

Decision Document authorised by:

James Milne
Manager Licensing



Contents

1	Purpose of this document	2
2	Administrative summary	3
3	Executive summary of proposal	4
4	Decision table	5
5	Advertisement and consultation table	14
6	Emissions and discharges risk assessment framework	15

1 Purpose of this document

This Decision Document explains how DER has assessed and determined the application for a works approval or licence, and provides a record of DER's decision-making process and how relevant factors have been taken into account. Stakeholders should note that this document is limited to DER's assessment and decision making under Part V of the *Environmental Protection Act 1986*. Other approvals may be required for the proposal, and it is the proponent's responsibility to ensure they have all relevant approvals for their Premises.

Works approval and licence conditions

DER has three types of conditions that may be imposed on works approvals and licences. They are as follows;

Standard conditions (SC)

DER has standard conditions that are imposed on all works approvals and licences regardless of the activities undertaken on the Premises and the information provided in the application. These are included as the following conditions on works approvals and licences:

Works approval conditions: 1.1.1-1.1.4, 1.2.1, 1.2.2, 5.1.1 and 5.1.2.

Licence conditions: 1.1.1-1.1.4, 1.2.1-1.2.4, 5.1.1-5.1.4 and 5.2.1.

For such conditions, justification within the Decision Document is not provided.

Optional standard conditions (OSC)

In the interests of regulatory consistency DER has a set of optional standard conditions that can be imposed on works approvals and licences. DER will include optional standard conditions as necessary, and are likely to constitute the majority of conditions in any licence. The inclusion of any optional standard conditions is justified in Section 4 of this document.

Non standard conditions (NSC)

Where the proposed activities require conditions outside the standard conditions suite DER will impose one or more non-standard conditions. These include both premises and sector specific conditions, and are likely to occur within few licences. Where used, justification for the application of these conditions will be included in Section 4.



2 Administrative summary

Administrative details		
Application type	Works Approval <input checked="" type="checkbox"/> New Licence <input type="checkbox"/> Licence amendment <input type="checkbox"/> Works Approval amendment <input type="checkbox"/>	
Activities that cause the premises to become prescribed premises	Category number(s)	Assessed design capacity
	62	1180 tonnes per year
Application verified	Date: 31 March 2014	
Application fee paid	Date: 04 April 2014	
Works Approval has been complied with	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Compliance Certificate received	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Commercial-in-confidence claim	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Commercial-in-confidence claim outcome		
Is the proposal a Major Resource Project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Was the proposal referred to the Environmental Protection Authority (EPA) under Part IV of the <i>Environmental Protection Act 1986</i> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Referral decision No: Managed under Part V <input checked="" type="checkbox"/> Assessed under Part IV <input type="checkbox"/>
Is the proposal subject to Ministerial Conditions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ministerial statement No: EPA Report No:
Does the proposal involve a discharge of waste into a designated area (as defined in section 57 of the <i>Environmental Protection Act 1986</i>)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Department of Water consulted Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the Premises within an Environmental Protection Policy (EPP) Area Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes include details of which EPP(s) here.		
Is the Premises subject to any EPP requirements? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, include details here, eg Site is subject to SO ₂ requirements of Kwinana EPP.		



3 Executive summary of proposal

The Kambalda Refuse Facility is a Class II putrescible landfill, accepting an estimated total of approximately 9,000 tonnes of waste per annum, including mixed municipal green, solid, commercial, industrial and construction waste.

The site has a long history and up until around 1997, was an unattended facility. The site is located between East and West Kambalda on the fringe of a salt pan and is approximately 2km to the nearest residential accommodation, being what is known as The MAC Kambalda Village. There are non-residential "horse blocks" approximately 1km from the site but these are likely to move soon.

The site occupies approximately 32.2 hectares. The landfill is clay lined with a water table depth between 19 and 28 meters, monitored on a quarterly basis. There is a limited life for this site in terms of putrescible waste. Therefore it is proposed to install a waste transfer station where putrescible waste will be binned, compacted into trucks and taken to the Coolgardie landfill site (R1550). Once built the waste transfer station will require a licence to operate under category 62.

The waste transfer station will consist of 18, 3m³ trash bins for the collection/deposit of domestic waste. The Shire of Coolgardie has no plans to transfer construction waste, inert waste or waste oil as part of this proposal. These materials will continue to be disposed of onsite.

The proposed facility will have a maximum waste capability of 5,000 cubic metres (1180 tonnes) per annum and an expected waste capability of 2,500 cubic metres per annum.

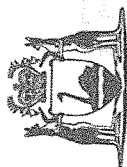
An unloading concrete hardstand area will be constructed for the domestic waste transfer station bin area and all weather access will be provided for vehicles delivering and removing waste from the collection area.

As per the existing licence, uncontaminated stormwater from the transfer station area will be drained to a holding dam prior to its release into an infiltration basin on the premises. Interception drains will be used to divert surface water away from this area.

The site will be open for at least half a day, every day but opening times will be determined by user demand. The site will be staffed during opening times with the waste bins collected at least once per week and the waste disposed at the registered Coolgardie landfill site.

It is proposed that the transfer station will commence operation by the end of 2014.

The main emissions associated with the operations of this premises are dust and odour. The works approval application outlines management of the emissions with the proposed operations. It is anticipated that these emissions can be adequately managed under licence conditions.



4 Decision table

All applications are assessed under the *Environmental Protection Act 1986*, the *Environmental Protection Regulations 1987*, DEC's *Policy Statement - Limits and targets for prescribed premises* (2006) and the risk matrix attached to this Decision Document in Section 6 [and DER's Industry Regulation Emissions and Discharges Assessment Framework]. Where other references have been used in making the decision they are detailed in the decision table.

DECISION TABLE				
Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
General conditions	W1.2.1 & 1.2.2	OSC	Construction Emission Significance – 2 Socio-political context – No concern or interest Risk Assessment – E – no regulation, other management mechanisms Standard general conditions have been applied to the Works Approval. OSC 1.2.1 has been included to ensure the Works Approval Holder will construct the works in accordance with the documentation detailed in Table 1.2.1 The Shire operates a small hydrocarbon depository. The total capacity is 500 litres. Assurances have been provided by the Shire that during construction and operation, all hazardous substances will be stored in accordance with Australian Standard 1940 – 2004: <i>The Storage and Handling of Flammable and Combustible Liquids</i> .	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.



DECISION TABLE				
Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
	W1.2.3	NSC	<p>OSC 1.2.2 has been included in the Works Approval to ensure all hazardous substances will be stored in accordance with Australian Standard 1940 – 2004 The Storage and Handling of Flammable and Combustible Liquids.</p> <p>Operation Emission Significance - 3 Socio-political context - No concern or interest. Risk Assessment - D – works approval conditions There is some minor potential for generation of leachate and risks from pests, flies, odour and fires if the domestic waste bins remain uncovered. NSC 1.2.3 has been added to the Works Approval for suitable waste bin to be provided with a close tight fitting lid/cover to prevent access to pests, flies and other insects as well as preventing any risks of odour and fires from the waste disposal area.</p>	
	L9(a)-9(c)	OSC	<p>Operation Emission Significance - 3 Socio-political context - No concern or interest. Risk Assessment - D – licence conditions Waste is stored on site, hence it is considered appropriate for stormwater management to be included on the licence due to the possibility of leachate generation. It is best practice for uncontaminated stormwater to be directed away from the lined area to minimise any generation of leachate. The current licence requires the licensee to separate the contaminated stormwater from uncontaminated storm water. The Works Approval Holder in its application documentation has assured that all uncontaminated stormwater from the transfer station area will be drained to a holding dam prior to its release into an infiltration basin on the</p>	

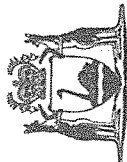


DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			Premises. Interception drains will also be used to divert surface water away from this area.	
	L1(a)	OSC	<p>Operation</p> <p>Emission Significance - 3</p> <p>Socio-political context - No concern or interest.</p> <p>Risk Assessment - D – licence conditions</p> <p>The site design is such that there are storage areas for putrescible waste only. Waste which does not fit into these categories should not be accepted on site and a condition will be included in the REFIRE licence to ensure this occurs. The current licence condition L1(a) requires clean fill waste, type 1 & type 2 inert wastes, putrescible wastes, type 1 and type 2 special wastes and any other wastes that comply with Class II criteria in the in the document titled 'Landfill Waste Classification and Waste Definitions' 1996 (as amended) to be accepted on site for burial purposes. Only putrescible waste will be accepted and stored at the transfer station.</p> <p>When the licence is converted into REFIRE format the following OSCs will be included:</p> <ul style="list-style-type: none"> • L1.2.5 to regulate uncontaminated / contaminated stormwater at the new premises; • L1.3.1 to regulate waste types accepted at the new premises; • L1.3.2 to regulate waste that does not meet licence acceptance criteria and for alternate disposal; and • L1.3.3 to regulate waste accepted onto the new premises is only stored in the 18, 3m³ bins. <p>There will be no significant emissions from the construction and</p>	
Emissions	W2	N/A		General provisions of

DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
general	L2.1.1		operation of the transfer station. Therefore no specified conditions regarding general emissions have been added to the Works Approval or Licence relating to the transfer station.	the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Point source emissions to air including monitoring	W2 and 3 L2.2	N/A	No significant point source air emissions are expected from the construction or operation of the transfer station. Therefore no specified conditions relating to point source emissions to air or the monitoring of these emissions are required to be added to the Works Approval or Licence. Dust emissions are discussed under Fugitive Emissions below.	<i>Environmental Protection (Unauthorised Discharges Regulations, 2004)</i> . Application supporting documentation
Point source emissions to surface water including monitoring	W2 L2.3	N/A	There will be no point source emissions to surface water during construction and operation of the premises including the mobile plant when contracted on site.	Application supporting documentation
Point source emissions to groundwater including monitoring	W2 L2.4/L3.5	N/A	There will be no point source emissions from the proposed waste transfer station during its construction or operation.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Emissions to land including	W2/W3 L2.5/L3.5	OSC	Aside from uncontaminated stormwater which will be released into an infiltration basin from a holding dam on the premises, there will	General provisions of the <i>Environmental</i>



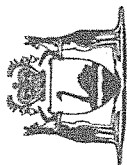
DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
monitoring			be no emissions to land from the transfer station during its construction or operation.	Protection Act 1986. Application supporting documentation <i>Environmental Protection (Unauthorised Discharges Regulations, 2004).</i>
Fugitive emissions	W2 L7		<p>Construction Emission Significance – 1 Socio-political context – No concern or interest Risk Assessment – E – no regulation, other management mechanisms</p> <p>There will be fugitive emissions during the construction of the new premises. Dust generation will occur when ground disturbing activities occur to form the hardstand areas for waste storage. It is anticipated that construction works will occur for three months. The Shire has conducted a risk assessment for dust emissions and the risk has been determined as low. There is a large buffer distance between the premises and sensitive receptors and the buffer comprises natural vegetation. A water cart will be employed as required to suppress any dust emissions. DER is satisfied that risks associated with fugitive dust emissions during the construction period will be effectively managed on the site.</p>	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.



DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
			<p>Operation Emission Significance – 3 Socio-political context – No concern or interest Risk Assessment – D – licence conditions Dust emissions have the potential to occur as associated vehicles move around site and process waste streams. A water cart will be employed to suppress dust emissions at the landfill site, stockpiled areas as well as the new refuse transfer site. Current licence requires the licensee to suppress dust emissions therefore no specified conditions regarding fugitive emissions have been added to the Works Approval or Licence relating to the transfer station.</p>	
Odour	W2		<p>Construction Emission Significance – 1 Socio-political context – No concern or interest Risk Assessment – E – no regulation, other management mechanisms There will be no odour emissions during the construction of the transfer station.</p>	<p>General provisions of the <i>Environmental Protection Act 1986</i>. Application supporting documentation.</p>
	L2.7.2		<p>Operation Emission Significance - 3 Socio-political context - No concern or interest. Risk Assessment - D – licence conditions Odour is likely to be generated from the storage of putrescible waste in bins on site (without daily cover/burial). The applicant has indicated bins will be emptied weekly to address this. This could pose a significant risk during summer time. Accordingly an optional standard condition will be added to the licence requiring the</p>	



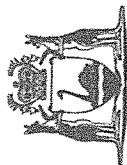
DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
Noise			licensee to carry out daily inspections to ensure odour emitted from the Premises does not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person who is not on the Premises. The licensee will be required to empty the bins as soon as possible if odour becomes an issue. The licensee has already committed to the use of odour suppressant chemicals if the need arises.	
	W2 L2.8		Licence condition L2.7.1 will be added to regulate odour emissions on site. Construction and Operation Emission Significance – 1 Socio-political context – No concern or interest Risk Assessment – D – other management mechanisms / other regulatory tools The main noise associated with this activity will be when bins are loaded onto trailer trucks for transportation to the landfill site. Since this work will only be carried out in the day time and given the proximity of the sensitive receptors, the environmental risk from noise emissions is considered insignificant. Therefore no specified conditions relating to noise emissions are required to be added to the works approval or licence in relation to the new premises. Also the Shire has a statutory responsibility to comply with the <i>Environmental Protection (Noise) Regulations 1997</i> .	General provisions of the <i>Environmental Protection Act 1986</i> . <i>Environmental Protection (Noise) Regulations 1997</i> . Application supporting documentation.
Monitoring general	W3 L3.1	N/A	There will be no general monitoring conditions required during the construction or operation of the new premises.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.



DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
Monitoring of inputs and outputs	W3 L3.6.1	N/A	There will be no monitoring of inputs and outputs during the construction of the new premises Operation Emission Significance – 1 Socio-political context – No concern or interest Risk Assessment – D – licence conditions There will be monitoring of inputs and outputs required during the operation of the new premises. Licence condition L3.6.1 will be added to the licence to regulate monitoring of inputs and outputs of waste at the new premises.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Process monitoring	W3 L3.7	N/A	There will be no process monitoring required during the construction or operation of the new premises. Putrescible waste will only be temporarily stored in sealed bins and then transported to Coolgardie landfill for disposal. There will be no processing on site at the Premises.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Ambient quality monitoring	W3 L3.8	N/A	Ambient air quality will not be affected by stationary storage of putrescible waste. Furthermore the risks relating to fugitive emissions and odour are sufficiently low therefore no ambient quality monitoring is required during the construction or operation of the new premises.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Meteorological monitoring	W3 L3.9	N/A	No ambient air monitoring is required therefore meteorological monitoring is not required during the construction and operation of the new premises.	General provisions of the <i>Environmental Protection Act 1986</i> . Application supporting documentation.
Improvements	N/A	N/A	DER is satisfied with the measures proposed to manage emissions and discharges from the construction and operation of the transfer	Application supporting documentation.



DECISION TABLE

Works Approval / Licence section	Condition number W = Works Approval L = Licence	OSC or NSC	Justification (including risk description & decision methodology where relevant)	Reference documents
Information			station. No improvement conditions are required on either the Works Approval or Licence.	
	W5.1.1 W5.1.2 L13(a)	N/A OSC	<p>Construction Standard conditions for the submission of the compliance certificate will be included on the Works Approval.</p> <p>Operation <i>Emission Significance – 1</i> <i>Socio-political context – No concern or interest</i> <i>Risk Assessment – E – no regulation, other management mechanisms</i> Standard conditions for the submission of the Annual Environmental Report and Annual Audit Compliance Report already exist on the licence. When the licence is REFIRED, OSC 5.1.4 will be added to licence for a complaints management system for the premises due to potential odour issues. Standard conditions for notification of unauthorised fires and any failure or malfunction of any pollution control equipment are also considered necessary by DER given the nature of the wastes to be accepted and the importance of the storage vessels for preventing unacceptable emissions and discharges.</p>	<p>General provisions of the <i>Environmental Protection Act 1986</i>.</p> <p>Application supporting documentation.</p>



5 Advertisement and consultation table

Date	Event	Comments received/Notes	How comments were taken into consideration
14/04/2014	Application advertised in West Australian (or other relevant newspaper)	No comments received	N/A
25/06/2014	Proponent sent a copy of draft instrument	No comments received	N/A



6 Emissions and discharges risk assessment framework

Note: These matrix are taken from the DEC Officer's Guide to Emissions and Discharges Risk Assessment (2006).

Table 3: Measures of Significance of Emissions

Emissions as a percentage of the relevant emission or ambient standard		Worst Case Operating Conditions (95 th Percentile)			
		>100%	50 – 100%	20 – 50%	<20%*
Normal Operating Conditions (50 th Percentile)	>100%	5	N/A	N/A	N/A
	50 – 100%	4	3	N/A	N/A
	20 – 50%	4	3	2	N/A
	<20%*	3	3	2	1

*For reliable technology, this figure could increase to 30%

Table 4: Socio-Political Context of Each Regulated Emission

		Relative proximity of the interested party with regards to the emission				
		Immediately Adjacent	Adjacent	Nearby	Distant	Isolated
Level of Community Interest or Concern*	5	High	High	Medium High	Medium	Low
	4	High	High	Medium High	Medium	Low
	3	Medium High	Medium High	Medium	Low	No
	2	Low	Low	Low	Low	No
	1	No	No	No	No	No

Note: These examples are not exclusive and professional judgement is needed to evaluate each specific case

*This is determined by DER using the *Officer's Guide to Emissions and Discharges Risk Assessment* (2006).

Table 5: Emissions Risk Reduction Matrix

		Significance of Emissions				
		5	4	3	2	1
Socio-Political Context	High	A	A	B	C	D
	Medium High	A	A	B	C	D
	Medium	A	B	B	D	E
	Low	A	B	C	D	E
	No	B	C	D	E	E

PRIORITY MATRIX ACTION DESCRIPTORS

A = Do not allow (fix)

B = licence condition (setting limits + EMPs - short timeframes)(setting targets optional)

C = licence condition (setting targets + EMPs - longer timeframes)

D= EIPs, other management mechanisms/licence conditions (monitoring/reporting)/other regulatory tools

E = No regulation, other management mechanisms



Mr. Steven Forward
Waste Management Coordinator
Shire of Coolgardie
PO Box 100
LEEDERVILLE WA 6902

Via email: wco@coolgardie.wa.gov.au

Dear Mr. Forward

SECTION 59B (2) OF THE ENVIRONMENTAL PROTECTION ACT 1986 – NOTICE OF AMENDMENT TO WORKS APPROVAL W5644/2014/1

Further to the notice of proposed amendment dated sent to you on 26 March 2018, please find enclosed the Amendment Notice issued in accordance with section 59B(9) of the *Environmental Protection Act 1986* (EP Act).

If you are concerned about or object to any aspect of the amendment, you may lodge an appeal with the Minister for the Environment within 21 days from the date on which this notice is received. The appeal form can be obtained from the Office of the Appeals Convenor (www.appealsconvenor.wa.gov.au or phone 6467 5190). Members of the public may also appeal the amendments. The Office of the Appeals Convenor will contact you if any appeals are received.

If you have any queries regarding the above information, please contact Abnesh Chetty as listed above.

Yours sincerely

Steve Checker
MANAGER LICENSING (WASTE INDUSTRIES)

*Officer delegated under Section 20
of the Environmental Protection Act 1986*

28 March 2018

Att: Amendment by Notice W5644/2014/1



Licence Number W5644/2014/1

Works Approval Holder Shire of Coolgardie

ACN NA

File Number: 2014/000694

Premises Kambalda Waste Disposal Site
Dump Road
Ngalbain Location 42 & 301, Crown Reserve 31717
Kambalda WA 6442

Date of Amendment 28 March 2018

Amendment

The Chief Executive Officer (CEO) of the Department of Water and Environmental Regulation (DWER) has amended the above Licence in accordance with section 59 of the *Environmental Protection Act 1986* as set out in this Amendment Notice. This Amendment Notice constitutes written notice of the amendment in accordance with section 59B (9) of the EP Act and follows.

Stephen Checker
MANAGER LICENCING (WASTE INDUSTRIES)
Regulatory Services (Environment)

an officer delegated under section 20 of the Environmental Protection Act 1986 (WA)

Definitions and interpretation

Definitions

In this Amendment Notice, the terms in Table 1 have the meanings defined.

Table 1: Definitions

Term	Definition
AACR	Annual Audit Compliance Report
ACN	Australian Company Number
AER	Annual Environment Report
Amendment Notice	refers to this document
Category/ Categories/ Cat.	categories of Prescribed Premises as set out in Schedule 1 of the EP Regulations
CEO	means Chief Executive Officer. CEO for the purposes of notification means: Director General Department Administering the <i>Environmental Protection Act 1986</i> Locked Bag 33 Cloisters Square PERTH WA 6850 info@dwer.wa.gov.au
CS Act	<i>Contaminated Sites Act 2003</i> (WA)
Delegated Officer	an officer under section 20 of the EP Act
DWER	Department of Water and Environmental Regulation
EPA	Environmental Protection Authority
EP Act	<i>Environmental Protection Act 1986</i> (WA)
EP Regulations	<i>Environmental Protection Regulations 1987</i> (WA)
Existing Licence	The Licence issued under Part V, Division 3 of the EP Act and in force prior to the commencement of and during this Review
Landfill Definitions	means the document titled “Landfill Waste Classification and Waste Definitions 1996” published by the Chief Executive Officer of the Department of Environment as amended from time to time.
Works Approval Holder	Shire of Coolgardie
Minister	the Minister responsible for the EP Act and associated regulations

MS	Ministerial Statement
Noise Regulations	<i>Environmental Protection (Noise) Regulations 1997 (WA)</i>
Occupier	has the same meaning given to that term under the EP Act.
Prescribed Premises	has the same meaning given to that term under the EP Act.
Premises	refers to the premises to which this Decision Report applies, as specified at the front of this Decision Report.
Risk Event	as described in <i>Guidance Statement: Risk Assessment</i>
UDR	<i>Environmental Protection (Unauthorised Discharges) Regulations 2004 (WA)</i>

Amendment Notice

This amendment is made pursuant to section 59 of the *Environmental Protection Act 1986* (EP Act) to amend the Licence issued under the EP Act for a prescribed premises as set out below. This notice of amendment is given under section 59B(9) of the EP Act.

This notice is the result of a proponent initiated amendment to slightly change the layout of the transfer station and requesting an amendment to remove or alter the requirement to ensure only 18, three (3) cubic metres (m³) trash bins will be used for the storage of household domestic waste.

No other changes to the aspects of the original Works Approval relating to Category 62 have been requested by the Licence Holder.

The following guidance statements have informed the decision made on this amendment

- *Guidance Statement: Regulatory Principles (July 2015)*
- *Guidance Statement: Setting Conditions (October 2015)*
- *Guidance Statement: Publication of Annual Audit Compliance Reports (May 2016)*
- *Guidance Statement: Licence Duration (August 2016)*
- *Guidance Statement: Environmental Siting (November 2016)*
- *Guidance Statement: Land Use Planning (February 2017)*
- *Guidance Statement: Decision Making (November 2017)*
- *Guidance Statement: Risk Assessment (November 2017)*

Amendment description

DWER received an application for an amendment to the works approval (W5644/2014/1) from the Works approval holder (Shire of Coolgardie) on 18 January. Shire of Coolgardie has applied to alter the layout of the waste depot by make the following changes:

- The retention pond will now be situated near the entry/exit gate. According to Shire of Coolgardie the original drawing had the retention pond in an uphill location, which would have resulted in more earthworks and deeper diversion drains;
- The light vehicle exit road has been re-routed to ease congestion at the site entry office;
- The exit road has now been moved next to the main entry gate;
- Drop off point has been pushed back 20 metres to allow vehicles to reverse up to the bins instead of pulling alongside the bins; and
- Bin sizes have been increased from 3m³ to 4m³.

Amendment history

Table 2 provides the amendment history for W5644/2014/1.

Table 2: Works Approval amendment

Instrument	Issued	Amendment
W5644/2014/1	29/03/2018	Amendment Notice 1 to alter works approval condition 1.2.3 and the layout of the transfer station

Location and receptors

Table 4 below lists the relevant sensitive land uses in the vicinity of the Prescribed Premises which may be receptors relevant to the proposed amendment.

Table 4: Receptors and distance from activity boundary

Residential and sensitive premises	Distance from Prescribed Premises
Residential property	Nearest resident is approximately 2 km from the landfill

Table 5 below lists the relevant environmental receptors in the vicinity of the Prescribed Premises which may be receptors relevant to the proposed amendment.

Table 5: Environmental receptors and distance from activity boundary

Environmental receptors	Distance from Prescribed Premises
Groundwater	Approximately 2m to 7m below ground level.

Risk assessment

Tables 6 and 7 below describe the Risk Events associated with the amendment consistent with the *Guidance Statement: Risk Assessments*. Both tables identify whether the emissions present a material risk to public health or the environment, requiring regulatory controls.

Table 6: Risk assessment for proposed amendments during construction

Risk Event						Consequence rating	Likelihood rating	Risk	Reasoning
Source/Activities		Potential emissions	Potential receptors	Potential pathway	Potential adverse impacts				
Cat 62 Construction, mobilisation and positioning of infrastructure	Vehicle movements on unsealed access roads, Earthworks	Dust: associated with activities- such as Vehicle and equipment movements	Nearest residence is approximately 2 k m from the Premises	Air / wind dispersion	Health and amenity impacts	Slight	Unlikely	Low	Based upon the duration of the works and the controls proposed by the licence holder, The Delegated Officer has determined that the provisions of Section 49 of the Environmental Protection Act 1986 are sufficient to regulate dust emissions during construction and therefore the overall rating for the risk of dust impacts on sensitive receptors during construction is low .
	Construction of sorting waste disposal areas	Noise: associated with activities- such as Earthworks, Vehicle and equipment movements	Nearest residence is approximately 2 k m from the Premises	Air / Wind dispersion	Health and amenity impacts	Slight	Unlikely	Low	Taking into consideration the duration of the works and the restriction of noisy activities to normal hours and the Noise Regulations assigned levels being met, the Delegated Officer has determined the risk of noise impacts on sensitive receptors during construction is low .

Table 7: Risk assessment for proposed amendments during operation

Risk Event						Consequence rating	Likelihood rating	Risk	Reasoning
Source/Activities		Potential emissions	Potential receptors	Potential pathway	Potential adverse impacts				
Cat 62 Solid waste depot	Operation of waste depot for the storage and disposal of putrescible waste	Dust: associated with delivery, disposal of waste	Nearest residence is approximately 2 k m from the Premises	Air / Wind dispersion	Health and amenity impacts	Minor	Rare	Low	The Delegated Officer has considered the separation distance between the source and receptors as a guide to inform the risk of dust emissions. The Delegated Officer also considers that the provisions of Section 49 of the Environmental Protection Act 1986 are sufficient to regulate dust emissions during operation, therefore the risk is considered low and does not require any further controls. No additional conditions are required on the licence as a result of the amendment application.
		Noise: associated with the delivery and disposal of waste	Nearest residence is approximately 2 k m from the Premises	Air / Wind dispersion	Amenity to nearby noise sensitive receptors	Slight	Unlikely	Low	Shire of Coolgardie has an ongoing requirement to comply with the Prescribed standard for noise emissions, as set out in the Environmental Protection (Noise) Regulation 1997 and therefore the risk is considered low .
		Vermin	Nearest residence is approximately 2 k m from the Premises	Direct contact	Amenity and public health impacts	Slight	Unlikely	Low	The delegated has noted that putrescible waste will be stored in bins with tight fitting lids.

									<i>The Delegated officer considers that Vermin will not impact on residential receptors 2 km away and also any minor infestation will be manageable under the Local Govt Bylaws for Shire of Coolgardie.</i>
		Odour	<i>Nearest residence is approximately 1.4 k m from the Premises</i>	<i>Air / Wind dispersion</i>	Health impacts	<i>Moderate</i>	<i>Rare</i>	<i>Moderate</i>	<p><i>The delegated Officer has noted that the general provisions of the EP Act make it an offence to cause or allow unreasonable emissions which includes emissions of odour that unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person. The delegated Officer also considers that:</i></p> <ol style="list-style-type: none"> <i>1. Once compacted, the material will not be an odour source;</i> <i>2. It is unlikely that odour emissions will impact residential sensitive receptors during the operation;</i> <i>3. The provisions of section 49 of the EP Act can be used to regulate odour emissions from the facility.</i> <p><i>No additional conditions are required on the licence as a result of the amendment application.</i></p>

Decision

The Delegated Officer has determined that an amendment be made to the Works Approval to alter the design/layout of the waste transfer station. Condition 1.2.3 will also be amended to increase the bin size from three cubic metres to four cubic metres for the collection of domestic waste.

The Schedule 1 map has been amended to incorporate the new layout of the transfer station.

Licence Holder's comments

The Works Approval Holder was provided with the draft Amendment Notice on 15 March 2018. The Works Approval Holder responded on 26 March 2018 waiving the remaining comment period.

Amendment

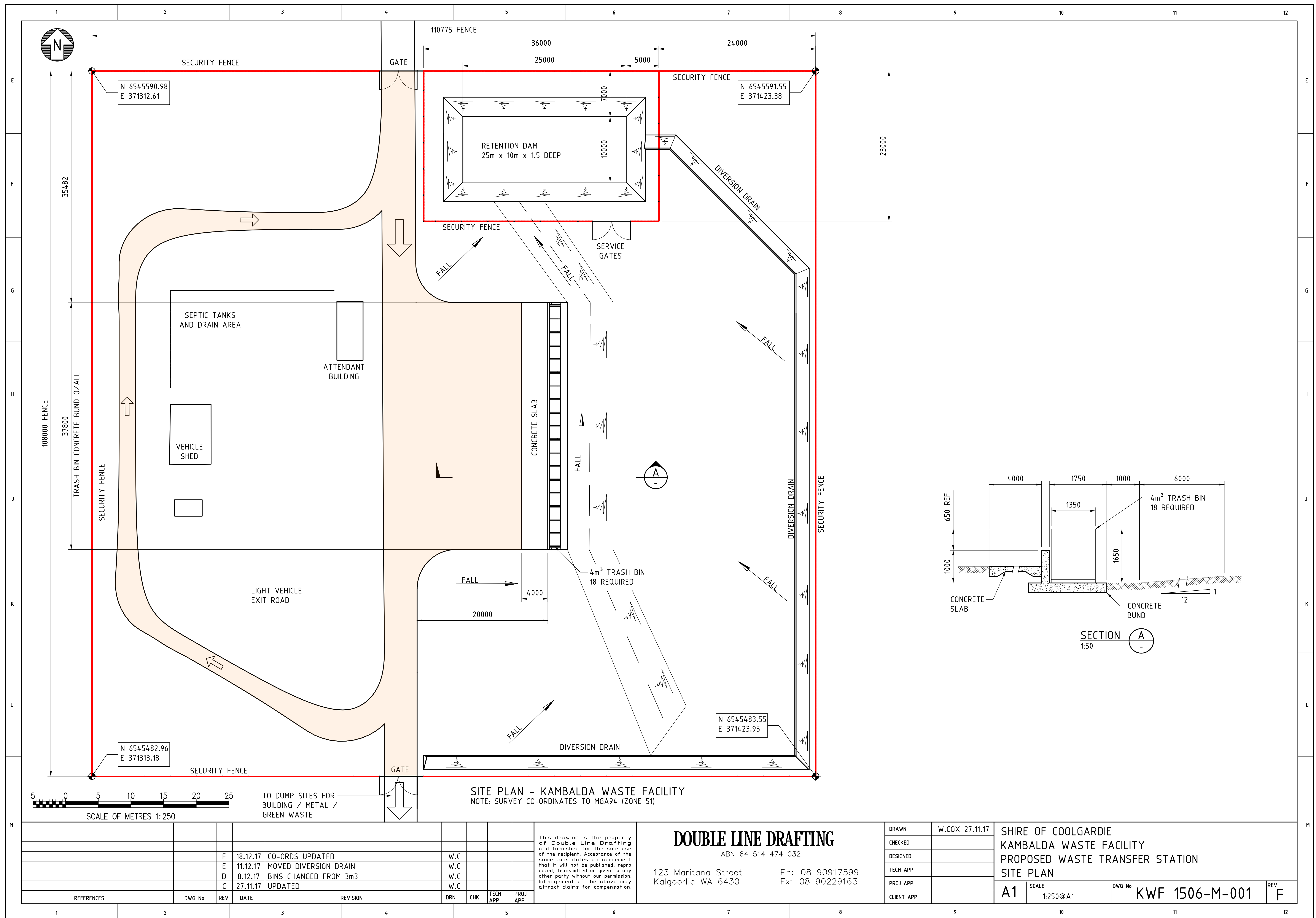
1. Condition 1.2.3 is amended by the deletion of the text shown in strikethrough below and the insertion of the red text shown in underline below
 - 1.2.3 *The Works Approval Holder shall ensure that the 18, ~~3~~ four m³ bins (as depicted in Schedule 1) used for the storage of household domestic waste are constructed to include an impervious covering or lid, to prevent unnecessary leachate generation.*
2. The Licence is amended by replacing the Premises layout map in Schedule 1 with the Premises layout below:

The Premises layout map is shown in the map below. The solid red line depicts the footprint for the solid waste depot.



Appendix 1: Key documents

	Document title	In text ref	Availability
1	Works Approval W5644/2014/1 – Kambalda Landfill Facility	W5644/2014/1	accessed at www.dwer.wa.gov.au
2	DER, July 2015. <i>Guidance Statement: Regulatory principles</i> . Department of Environment Regulation, Perth.	DER 2015a	accessed at www.dwer.wa.gov.au
3	DER, October 2015. <i>Guidance Statement: Setting conditions</i> . Department of Environment Regulation, Perth.	DER 2015b	
5	DER, November 2016. <i>Guidance Statement: Risk Assessments</i> . Department of Environment Regulation, Perth.	DER 2016b	
6	DER, November 2016. <i>Guidance Statement: Decision Making</i> . Department of Environment Regulation, Perth.	DER 2016c	



Kambalda Transfer Station costings

<u>Retention dam 25x10x1.5 = 375m² Excavator 8hrs @ \$220</u>	= \$ 1,760
<u>Diversion drain 160 l metres Grader 6hrs @ \$165</u>	= \$ 990
<u>Survey, set out and supervision</u>	= \$ 5,200
<u>Access road 135x5 = 675m²;</u>	
Gravel 135x5x.200x1.6 = 216m ² @ \$28.60	= \$ 6,177
Grader 20hrs @ \$165	= \$ 3,300
Roller 10hrs @ \$100	= \$ 1,000
Water truck 20hrs @ \$130	= \$ 2,600
<u>Main Pad area excluding drop off area 60x83 =4,980 – 760m² = 4,220;</u>	
Gravel 4,220x.200x1.6 = 1,350m ² @ \$28.60	= \$ 38,610
Grader subgrade and base course 60hrs @ \$165	= \$ 9,900
Rollers subgrade and base course 40hrs @ \$100	= \$ 4,000
Water truck subgrade and base course 60hrs @ \$130	= \$ 7,800
Loader subgrade and base course 20hrs @ \$140	= \$ 2,800
<u>Drop off area and existing road prep for asphalt 20x38 + sweeps 1,000m²;</u>	
Gravel 1,000x.200x1.6 = 320m ² @ \$28.60	= \$ 9,152
Grader subgrade and base course 10hrs @ \$165	= \$ 1,650
Rollers subgrade and base course 10hrs @ \$100	= \$ 1,000
Water truck subgrade and base course 10hrs @ \$130	= \$ 1,300
Loader subgrade and base course 10hrs @ \$140	= \$ 1,400
<u>Two coat bitumen using 12 and 7mm aggregate main area;</u>	
Area 4,040m ² @ \$9.45m ²	= \$ 38,178
<u>Drop off area AC14/75 asphalt 40mm thick</u>	
Area 1,000m ² @ \$38.42	= \$ 38,420

Concrete works including retaining wall

Concrete slab at drop off area 38x4 mx200mm with mesh

38x4 = 152m² x.200 = 30.4m³ @ \$500 m³ = \$ 15,200

Form up, mesh and lay cost 152m² @ \$105 m² = \$ 15,960

Precast concrete retaining wall as per quote = \$ 40,546

Placement of retaining walls loader and loader = \$ 8,368

Fencing

To supply and install as per quote 500m fencing and 3 sets gates = \$ 27,687

Bins

To supply and deliver 18 x 4m³ bins as per quote = \$ 43,650

=\$326,648

Additional fencing if required 1,150 metres = \$55,935



Licence

Environmental Protection Act 1986, Part V

Licensee: Shire of Coolgardie
Licence: L7970/1997/6

Registered office: Shire of Coolgardie
Irish Mulga Drive
Kambalda WA 6442

Premises Address: Kambalda Landfill Facility
KAMBALDA WA 6442
Being Ngalbain location 42, Crown Reserve 31717 and
Ngalbain location 301, Crown Reserve 31717
as depicted in Schedule 1

Issue date: Thursday, 21 November 2013

Commencement date: Friday, 22 November 2013

Expiry date: Friday, 21 November 2018

Prescribed premises category

Schedule 1 of the *Environmental Protection Regulations 1987*

Category number	Category description	Category production or design capacity	Approved Premises production or design capacity
64	Class II putrescible landfill site: premises on which waste (as determined by reference to the waste types set out in the document entitled "Landfill Waste Classification and Waste Definitions 1996" published by the CEO and as amended from time to time) is accepted for burial.	20 tonnes or more per year	Not more than 9 000 tonnes per annual period Approval is given for the additional disposal of no more than 30,000 tonnes of asbestos-contaminated soil between the period 21 September 2015 – 21 March 2016

Conditions of licence

This Licence is subject to the conditions set out in the attached pages.

.....
Steve Checker
Manager Licensing (Waste Industries)
Officer delegated under section 20
of the *Environmental Protection Act 1986*



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Introduction

This introduction is not part of the Licence conditions.

DER's industry licensing role

The Department of Environment Regulation (DER) is a government department for the state of Western Australia in the portfolio of the Minister for Environment. DER's purpose is to advise on and implement strategies for a healthy environment for the benefit of all current and future Western Australians.

DER has responsibilities under Part V of the *Environmental Protection Act 1986* (the Act) for the licensing of prescribed premises. Through this process DER regulates to prevent, control and abate pollution and environmental harm to conserve and protect the environment. DER also monitors and audits compliance with works approvals and licence conditions, takes enforcement action as appropriate and develops and implements licensing and industry regulation policy.

Licence requirements

This Licence is issued under Part V of the Act. Conditions contained within the Licence relate to the prevention, reduction or control of emissions and discharges to the environment and to the monitoring and reporting of them.

Where other statutory instruments impose obligations on the Premises/Licensee the intention is not to replicate them in the Licence conditions. You should therefore ensure that you are aware of all your statutory obligations under the Act and any other statutory instrument. Legislation can be accessed through the State Law Publisher website using the following link:

<http://www.slp.wa.gov.au/legislation/statutes.nsf/default.html>

For your Premises relevant statutory instruments include but are not limited to obligations under the:

- *Environmental Protection (Unauthorised Discharges) Regulations 2004* – these Regulations make it an offence to discharge certain materials such as contaminated stormwater into the environment other than in the circumstances set out in the Regulations.
- *Environmental Protection (Controlled Waste) Regulations 2004* - these Regulations place obligations on you if you produce, accept, transport or dispose of controlled waste.
- *Environmental Protection (Noise) Regulations 1997* – these Regulations require noise emissions from the Premises to comply with the assigned noise levels set out in the Regulations.

You must comply with your Licence. Non-compliance with your Licence is an offence and strict penalties exist for those who do not comply.



Licence holders are also reminded of the requirements of section 53 of the Act which places restrictions on making certain changes to prescribed premises unless the changes are in accordance with a works approval, licence, closure notice or environmental protection notice.

Other Guidelines which you should be aware of include:

- *Western Australian Guidelines for Biosolids Management*, Department of Environment and Conservation, December 2012 (as amended from time to time).

Licence fees

If you have a licence that is issued for more than one year, you are required to pay an annual licence fee prior to the anniversary date of issue of your licence. Non-payment of annual licence fees will result in your licence ceasing to have effect meaning that it will no longer be valid and you will need to apply for a new licence for your Premises.

Ministerial conditions

If your Premises has been assessed under Part IV of the Act you may have had conditions imposed by the Minister for Environment. You are required to comply with any conditions imposed by the Minister.

Premises description and licence summary

The Kambalda Refuse Facility is a Class II putrescible landfill with an approved premises production or design capacity of 9 000 tonnes per year. The facility accepts mixed municipal green, solid, commercial, industrial and construction waste. The landfill was unmanned until around 1997.

The site is located between East and West Kambalda on the fringe of a salt pan and is approximately 2km to the nearest residential accommodation, known as the Mac Kambalda Village.

The site occupies approximately 32.2 hectares. The landfill is clay lined with a water table depth between 19 and 28 meters. The main emissions generated from the premises are dust and odour. It is anticipated that these emissions can be adequately managed under the provisions of the *Environmental Protection Act 1986* and mitigation measures put in place by the Licensee.

The Licence amendment relates to an application to increase the site's licensed capacity to accommodate a one-off disposal of approximately 24,000 tonnes of asbestos-contaminated soil. The Kambalda Landfill Facility is located on two land parcels with a total combined area of 557,330 m². Landfilling to date covers approximately 375,000 square metres (m²) leaving approximately 182,330 m² of unused land. This equates to approximately 1,114,660 cubic metres (m³) of landfill space available for future use. This calculation is based on 375,000 m² or 750,000 m³ as very little landfill is above natural ground level and there is a further 364,660 m³ of unused land space available. Available space indicates that the landfill has the capacity to accept 50,000 tonnes (33,333 m³) per year over approximately 33 years.

This amendment also involves removal of former condition 1(c) (i) (concerning the wrapping of asbestos wastes) which is now regulated under regulation 44 of the *Environmental Protection (Controlled Waste) Regulations 2004*.

As a result of this amendment this Licence has been converted into the latest DER template format. DER has not re-assessed the acceptability or impacts of emissions and discharges from the Premises or revisited any existing emission control levels with the exception of condition 1.3.5 relating to disposal of asbestos in the Premises operation section. The Licence duration will not be extended as a result of this amendment. The licence and work approvals issued for the premises are

Instrument Log

Instrument	Issued	Description
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Environmental Protection Act 1986

Licence L7970/1997/6

File Number: 2012/006869

Amendment date: Thursday, 17 September 2015

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IRLB_TI0701 v2.9



L7970/1997/1	06/09/2004	Licence re-issue.
L7970/1997/2	21/11/2005	Licence re-issue.
L7970/1997/2	26/07/2006	Licence amendment – in dealing with biomedical and asbestos waste.
L7970/1997/3	22/11/2007	Licence re-issue – short term licence.
L7970/1997/4	2/01/2008	Licence re-issue.
L7970/1997/5	19/11/2010	Licence re-issue.
L7970/1997/6	15/11/2013	Licence re-issue
L7970/1997/6	TBA	Licence amended and converted into the latest DER format and to remove condition 1 (C) (i) and to increase the production design capacity information.

Severance

It is the intent of these Licence conditions that they shall operate so that, if a condition or a part of a condition is beyond the power of this licence to impose, or is otherwise *ultra vires* or invalid, that condition or part of a condition shall be severed and the remainder of these conditions shall nevertheless be valid to the extent that they are within the power of this licence to impose and are not otherwise *ultra vires* or invalid.

END OF INTRODUCTION



Licence conditions

1 General

1.1 Interpretation

1.1.1 In the licence, definitions from the *Environmental Protection Act 1986* apply unless the contrary intention appears.

1.1.2 In the licence, unless the contrary intention appears:

'Acceptance Criteria' has the meaning defined in Landfill Definitions;

'Act' means the *Environmental Protection Act 1986*;

'annual period' means the inclusive period from 1 July until 30 June in the following year;

'AS/NZS 5667.1' means the Australian Standard AS/NZS 5667.1 *Water Quality – Sampling – Guidance of the Design of sampling programs, sampling techniques and the preservation and handling of samples*;

'AS/NZS 5667.11' means the Australian Standard AS/NZS 5667.11 *Water Quality – Sampling – Guidance on sampling of groundwaters*;

'CEO' means Chief Executive Officer of the Department of Environment Regulation;

'CEO' for the purpose of correspondence means;

Chief Executive Officer

Department Administering the Environmental Protection Act 1986

Locked Bag 33

CLOISTERS SQUARE WA 6850

Email: info@der.wa.gov.au;

'Clean Fill' has the meaning defined in Landfill Waste Classification and Waste Definitions 1996 (As amended December 2009), published by the CEO and as amended from time to time;

'Cover material' means subsoil or other approved inert waste used for covering of waste;

'DER Asbestos Guidelines' means the document titled 'Guidelines for managing asbestos at construction and demolition waste recycling facilities' published by the Department of Environment Conservation (December 2012);

'designated burning area' means an area of the premises that has been designated by the occupier of the premises as a designated burning area and which:

- (a) is at least 50 metres from the boundary of the premises;
- (b) has no flammable material on it, other than the green waste and live trees, for a radius of 50 metres;
- (c) is positioned in the area of the site where waste (other than the green waste to be burnt) has not been deposited; and
- (d) is at least 500 metres from any person's residence or place of employment (other than the landfill site) or an educational institution, hospital or other public place;

'DFES' means the Department of Fire and Emergency Services of Western Australia;

'environmentally hazardous material' means material (either solid or liquid raw materials, materials in the process of manufacture, manufactured products, products used in the manufacturing process, by-products and waste) which if discharged into the environment from or within the premises may cause pollution or environmental harm. Note: Environmentally hazardous



materials include dangerous goods where they are stored in quantities below placard quantities. The storage of dangerous goods above placard quantities is regulated by the Department of Mines and Petroleum;

'Fire Control Officer', in relation to this landfill site, means a person who has such qualifications in fire fighting or fire control as are approved, appointed to that position by the licensee of the landfill site;

'fugitive emissions' means all emissions not arising from point sources;

'green waste' means waste that originates from flora and which does not contain or has not been treated or coated with, preserving agents, biocides, fire retardants, paint, adhesives or binders;

'Inert Waste Type 1' has the meaning defined in Landfill Definitions;

'Inert Waste Type 2' has the meaning defined in Landfill Definitions;

'Landfill Definitions' means the document titled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer of the Department of Environment as amended from time to time;

'leachate' means liquid released by or water that has percolated through waste and which contains some of its constituents;

'Licence' means this licence numbered L7970/1997/6 and issued under the Act;

'Licensee' means the person or organisation named as Licensee on page 1 of the Licence;

'mm' means millimetre;

'mg/L' means milligrams per litre;

'NATA' means the National Association of Testing Authorities, Australia;

'NATA accredited' means in relation to the analysis of a sample that the laboratory is NATA accredited for the specified analysis at the time of the analysis;

'Premises' means the area defined in the Premises Map in Schedule 1 and listed as the Premises address on page 1 of the Licence;

'Putrescible' has the meaning defined in Landfill Definitions;

'quarterly' means the four inclusive periods from 1 April to 30 June, 1 July to 30 September, 1 October to 31 December and in the following year, 1 January to 31 March;

'Schedule 1' means Schedule 1 of this licence unless otherwise stated;

'Schedule 2' means Schedule 2 of this licence unless otherwise stated;

'Special Waste Type 1' has the meaning defined in Landfill Definitions;

'Special Waste Type 2' has the meaning defined in Landfill Definitions;

'surface water body' means a water course or wetland (as those terms are defined in the *Right in Water and Irrigation Act 1914*) and any other surface water, whether artificial or natural;

'SWL' means standing water level; and



'usual working day' means 0800 – 1700 hours, Monday to Friday excluding public holidays in Western Australia; and

- 1.1.3 Any reference to an Australian or other standard in the Licence means the relevant parts of the standard in force from time to time during the term of this Licence.
- 1.1.4 Any reference to a guideline or code of practice in the Licence means the current version of the guideline or code of practice in force from time to time, and shall include any amendments or replacements to that guidelines or code of practice made during the term of this Licence.

1.2 General conditions

- 1.2.1 The Licensee shall operate and maintain all pollution control and monitoring equipment to the manufacturer's specification or any relevant and effective internal management system.
- 1.2.2 The Licensee shall immediately recover, or remove and dispose of spills of environmentally hazardous materials outside an engineered containment system.
- 1.2.3 The Licensee shall:
- (a) implement all practical measures to prevent stormwater run-off becoming contaminated by the activities on the Premises; and
 - (b) treat contaminated or potentially contaminated stormwater as necessary prior to being discharged from the Premises.¹

Note1: The *Environmental Protection (Unauthorised Discharges) Regulations 2004* make it an offence to discharge certain materials into the environment.

1.3 Premises operation

- 1.3.1 The Licensee shall only accept waste on to the Premises if:
- (a) it is of a type listed in Table 1.3.1;
 - (b) the quantity accepted is below any quantity limit listed in Table 1.3.1; and
 - (c) it meets any specification listed in Table 1.3.1
 - (d) in the case of contaminated solid waste is supported by documentation that demonstrates compliance with the acceptance criteria for Class II landfills.

Table 1.3.1: Waste acceptance		
Waste	Quantity limit tonnes/ year	Specification ¹
Clean fill	Combined total of 9,000 tonnes per year	None specified
Inert Waste Type 1		None specified
Inert Waste Type 2		None specified
Putrescible waste (including green waste)		None specified
Special Waste Type 2 (biomedical waste)		None specified
Waste oil		None specified
Vehicle batteries		None specified
Scrap metal		None specified
Other recyclables		None specified
Drum muster products		Must be triple rinsed prior to being accepted at the site
Special Waste Type 1 (asbestos waste)	Approval is given for the disposal of no more than	None specified



	30,000 tonnes of asbestos-contaminated soil between the period 21 September 2015 – 21 March 2016. No other quantity limit specified	
Used tyres	Less than 100 car tyre equivalents at any one time	None specified

Note 1: Additional requirements for the acceptance of controlled waste (including asbestos and tyres) are set out in the *Environmental Protection (Controlled Waste) Regulations 2004*.

1.3.2 The licensee shall ensure that where waste does not meet the waste acceptance criteria set out in condition 1.3.1 it is removed from the premises by the delivery vehicle or, where that is not possible, stored in a segregated storage area or container and removed to an appropriately authorised facility as soon as practicable.

1.3.3 The Licensee shall ensure that wastes accepted onto the premises are only subjected to the process(es) set out in Table 1.3.2 and in accordance with any process limits described in that table.

Table 1.3.2: Waste processing		
Waste type	Process	Process limits
All	Receipt, handling and associated storage prior to the disposal of waste by landfilling	<ul style="list-style-type: none"> No waste shall be temporarily stored or landfilled within 10 metres from the boundary of the premises. The tipping area shall not exceed a maximum linear length of 75 metres. The separation distance between the base of the landfill and the highest groundwater level shall not be less than 3 metres. A minimum distance of at least 100 metres between the waste disposal site and any superficial water body shall be maintained.
Clean fill	Receipt, handling and associated storage prior to the disposal of waste by landfilling	None specified
Inert Waste Type 1		None specified
Inert Waste Type 2		None specified
Putrescible waste (including greenwaste)	Receipt, handling and associated storage prior to the disposal of waste by landfilling	Place waste within a defined trench or within an area enclosed by earthen or other bunds
	Disposal by Burning	<u>Burning of Green Waste Only</u> <ul style="list-style-type: none"> to be dried and seasoned for at least 2 months before burning; to take place in a designated burning area at least 25m from the boundary of any active disposal areas;



		<ul style="list-style-type: none"> to take place in trenches or windrows; to take place only when an adequate supply of water is available to effectively manage the burning process; to be burnt in a manner to minimise smoke generation; and ensure burning does not commence before 0800 hours and the Fire Control Officer for the premises declares the area safe by 1700 hours on the same day;
Special Waste Type 1 (asbestos waste)	Receipt, handling and associated storage prior to the disposal of waste by landfilling	<ul style="list-style-type: none"> Not to be deposited within 2m of the final tipping surface of the landfill; and No works shall be carried out on the landfill that could lead to a release of asbestos fibres.
Special Waste Type 2 (biomedical waste)		<ul style="list-style-type: none"> Not to be deposited within 2m of the final tipping surface of the landfill; immediately unload and cover the waste to a minimum depth of one metre of soil or solid waste; and No works shall be carried out on the landfill that could lead to biomedical wastes being excavated or uncovered.
Waste oil		Stored in oil receptacle within a concrete bunded area.
Vehicle batteries		Stored in concrete bunded area near waste oil.
Scrap metal		Stored in an area delineated by heaped gravel windrows.
Other recyclables		Stored in compound specifically for Drum Muster products.
Drum muster products		
Contaminated soils suitable for bioremediation	Bioremediation	<p>The licensee shall only dispose of hydrocarbon contaminated soils at the onsite bioremediation facility in such a manner that ensures bioremediation of the material is maximised through:</p> <ul style="list-style-type: none"> maintaining soil thickness at a depth of no more than 20 centimetres (cm); carrying out monthly soil aeration; and an appropriate moisture content and nutrient level is maintained within the soil which sustains biological activity.
Used tyres	Receipt, handling, storage prior to re-use or disposal by landfilling	When tyres only are being disposed of to landfill, they are to be covered at regular intervals such that no more than 100 tyres are left exposed at any time

1.3.4 The Licensee shall ensure that waste is only disposed of in landfill cells or phases provided with the infrastructure detailed in Table 1.3.3 for that Class of landfill cell or phase:

Table 1.3.3: Landfill infrastructure

Cell or Phase	Class of Cell	Infrastructure requirements
---------------	---------------	-----------------------------



Number(s)	or Phase	
1 & 3	Class II (Putrescible)	<ul style="list-style-type: none"> Clay Lined to achieve a permeability of at least $<1 \times 10^{-9}$ m/s or equivalent

- 1.3.5 The licensee shall, where the licensee is notified or is aware, ensure the following procedures are in place for managing asbestos wastes (Type 1 special waste) at the premises:
- the disposal area(s) for any more than one cubic metre of asbestos material is defined by grid references on the site plan; and
 - a representative of the licensee is available to witness the burial of the asbestos waste under at least one metre of fill or putrescible waste as soon as practicable after placement in the landfill and sign a bound, numbered register within two hours of the burial to attest that it has been buried in accordance with these procedures.
- 1.3.6 The licensee shall take the following measures when managing biomedical wastes (Type 2 special waste) at the premises:
- the licensee, or its representative, shall note, in writing, any discrepancies between waste declared and waste received; and
 - restrict access to the area where the waste is buried to authorised personnel only.
- 1.3.7 The Licensee shall manage the landfilling activities to ensure:
- the size of the tipping face is kept to a minimum and not larger than 2m in vertical height;
 - waste is levelled and compacted to ensure all faces are stable and capable of retaining rehabilitation material
 - waste is covered as soon as possible after it is discharged and not later than by the end of the working day; and
 - rehabilitation of a cell or phase takes place within 6 months after disposal in that cell or phase has been completed.
- 1.3.8 The Licensee shall ensure that cover is applied and maintained on landfilled wastes in accordance with Table 1.3.3 and that sufficient stockpiles of cover are maintained on site at all times.

Table 1.3.3: Cover requirements ¹

Waste Type	Cover requirements
Inert Waste Type 1	No cover required
Inert Waste Type 2	To be covered by the end of the working day in which the waste was deposited with sufficient quantities of Type 1 inert waste, clean fill or other appropriate cover material to prevent the spread of fire and harbouring of disease vectors.
Putrescible wastes	
Special Waste Type 1	To be covered as soon as practicable after deposit and before being compacted to prevent the release of asbestos fibres as a result of compaction and other landfilling activities.
Used Tyres	A minimum depth of 100mm of soil cover is maintained over the buried tyres following disposal

Note 1: Additional requirements for final cover of tyres are set out in Part 6 of the *Environmental Protection Regulations 1987*.

- 1.3.9 The licensee shall implement control measures to prevent infestations of pests, flies and vermin at the premises.
- 1.3.10 The Licensee shall take all reasonable and practical measures to ensure that no windblown waste escapes from the Premises and that windblown waste is collected on at least a weekly basis and returned to the tipping area.



- 1.3.11 The licensee shall implement the following security measures at the site:
- (a) ensure the premises is manned at all times whilst open to public;
 - (b) maintain suitable fencing to prevent unauthorised access to the site;
 - (c) ensure that any entrance gates to the premises are securely locked when the premises are unattended; and
 - (d) undertake regular inspections of all security measures and repair any damage to the fencing or gate(s) as soon as practicable.
- 1.3.12 The licensee shall not burn or allow the burning of non-greenwaste on the premises.
- 1.3.13 The licensee shall extinguish any unauthorised fire that may occur within the non-green waste area at the landfill site within eight hours of being notified of the fire.
- 1.3.14 The licensee shall ensure that there are appropriate procedures in place at the premises so that any unauthorised fire is promptly extinguished.
- 1.3.15 The licensee shall ensure the bioremediation facility is suitably bunded in such a manner that uncontaminated stormwater is diverted away from the facility.
- 1.3.16 The licensee shall retain any contaminated stormwater within the bioremediation facility in such a manner that it can be reticulated back over the bioremediation area.
- 1.3.17 The licensee shall install and maintain a sign at the entrance to the premises which clearly displays the following:
- (a) hours of operation (if applicable);
 - (b) contact telephone number for information and complaints or notification of fires;
 - (c) where applicable, a list of materials acceptable for recycling and the location of where they can be deposited on the premises;
 - (d) the types of waste that must not be deposited on the premises and a contact telephone number for alternative disposal options; and
 - (e) a warning, indicating penalties for people lighting fires.

2 Monitoring

2.1 General monitoring

- 2.1.1 The licensee shall ensure that:
- (a) all water samples are collected and preserved in accordance with AS/NZS 5667.1;
 - (b) all groundwater sampling is conducted in accordance with AS/NZS 5667.11; and
 - (c) all laboratory samples are submitted to a laboratory with current NATA accreditation for the parameters to be measured unless indicated otherwise in relevant table.
- 2.1.2 The licensee shall ensure that quarterly monitoring is undertaken at least 45 days apart.
- 2.1.3 The licensee shall ensure that all monitoring equipment used on the Premises to comply with the conditions of this licence is calibrated in accordance with the manufacturer's specifications.
- 2.1.4 The licensee shall, where the requirements for calibration cannot be practicably met, or a discrepancy exists in the interpretation of the requirements, bring these issues to the attention of the CEO accompanied with a report comprising details of any modifications to the methods.

2.2 Monitoring of inputs and outputs

- 2.2.1 The licensee shall undertake the monitoring specified in Table 2.2.1.



Table 2.2.1 Monitoring of inputs and outputs				
Input/Output	Parameter	Units	Averaging period	Frequency
Waste inputs	Inert 1, inert 2, special waste 1, special waste 2, clean fill, putrescible waste, waste that complies with Class II criteria in the document titled "Landfill Waste Classification and Waste Definitions" 1996.	tonnes (where a weighbridge is present on the site)	N/A	Each load arriving at the premises
Waste outputs	Waste type as defined in the Landfill Waste Classification and Waste Definitions 1996	m ³ (where no weighbridge is present)		Each load leaving or rejected from the premises

2.3 Ambient environmental quality monitoring

2.3.1 The licensee shall undertake the groundwater monitoring in Table 2.3.1 according to the specifications in that table.

Table 2.3.1: Monitoring of ambient groundwater quality				
Monitoring point reference	Parameter	Units	Averaging period	Frequency
Monitoring bores: KBF1 KBF1A KBF2 KBF4S KBF4D and KBF7 As depicted in schedule 1	Standing water level(SWL) ¹	m(AHD)	Spot sample	Quarterly
	pH ²	-		
	Electrical conductivity	μS/cm		
	Ammonia- nitrogen	mg/L		
	Total Nitrogen	mg/L		
	Total Phosphorus	mg/L		
	Chloride	mg/L		
	Total soluble solids	mg/L		
	Lead	mg/L		
	Manganese	mg/L		
	Copper	mg/L		
	Chromium	mg/L		
	Nickel	mg/L		
	Zinc	mg/L		
	Cadmium	mg/L		

Note 1: SWL shall be determined on site prior to collection of water samples

Note 2: pH to be determined during field analysis.

3 Information

3.1 Records

3.1.1 All information and records required by the licence shall:
(a) be legible;



- (b) if amended, be amended in such a way that the original and subsequent amendments remain legible or are capable of retrieval;
 - (c) except for records listed in 3.1.1(d) be retained for at least six years from the date the records were made or until the expiry of the licence or any subsequent licence; and
 - (d) for those following records, be retained until the expiry of the licence or any subsequent licence:
 - (i) off-site environmental effects; or
 - (ii) matters which affect condition of the land or waters.
- 3.1.2 The licensee shall ensure that:
- (a) any person left in charge of the premises is aware of the conditions of the licence and has access at all times to the licence or copies thereof; and
 - (b) any person who performs tasks on the premises is informed of all of the conditions of the licence that relate to the tasks which that person is performing.
- 3.1.3 The licensee shall implement a complaints management system that as a minimum records the number and details of complaints received concerning the environmental impact of the activities undertaken at the premises and any action taken in response to the complaint.
- 3.1.4 The licensee shall complete an Annual Audit Compliance Report indicating the extent to which the licensee has complied with the conditions of the licence, and any previous licence issued under Part V of the Act for the premises for the previous annual period.
- 3.1.5 The Licensee shall maintain a register of Special Waste Type 1 (Asbestos waste) and Special Waste Type 2 (Biomedical and clinical waste) disposed of at the Premises which shall include a plan showing the position of Special Waste Type 1 (Asbestos waste) and Special Waste Type 2 (Biomedical and clinical waste) disposed of at the Premises.

3.2 Reporting

- 3.2.1 The licensee shall submit to the CEO an Annual Environmental Report within 28 calendar days after the end of the annual period. The report shall contain the information listed in Table 3.2.1 in the format or form specified in that table.

Table 3.2.1: Annual environmental report		
Condition or table (if relevant)	Parameter	Format or form¹
-	Summary of any failure or malfunction of any pollution control equipment or any environmental incidents that have occurred during the annual period and any action taken	None specified
-	The number and severity of any fires on site	
-	The measures taken to suppress dust	
-	The measures taken to control windblown waste	
2.2.1	The volume of waste received at the site during the reporting period	Tabular
2.3.1	Ambient groundwater quality monitoring	None specified
3.1.4	Compliance	AACR
3.1.3	Complaints summary	None specified

- 3.2.2 The Licensee shall ensure that the Annual Environmental Report also contains:
- (a) an assessment of the information contained within the report against previous monitoring results ; and



- (b) a list of any original monitoring reports submitted to the Licensee from third parties for the annual period and make these reports available on request.

3.3 Notification

- 3.3.1 The licensee shall ensure that the parameters listed in Table 3.3.1 are notified to the CEO in accordance with the notification requirements of the table.

Table 3.3.1: Notification requirements			
Condition or table (if relevant)	Parameter	Notification requirement¹	Format or form²
1.3.13	Unauthorised fire	Within fourteen (14) days of an unauthorised fire as per condition 1.3.13 of this licence	None specified

Note 1: Notification requirements in the licence shall not negate the requirement to comply with s72 of the Act

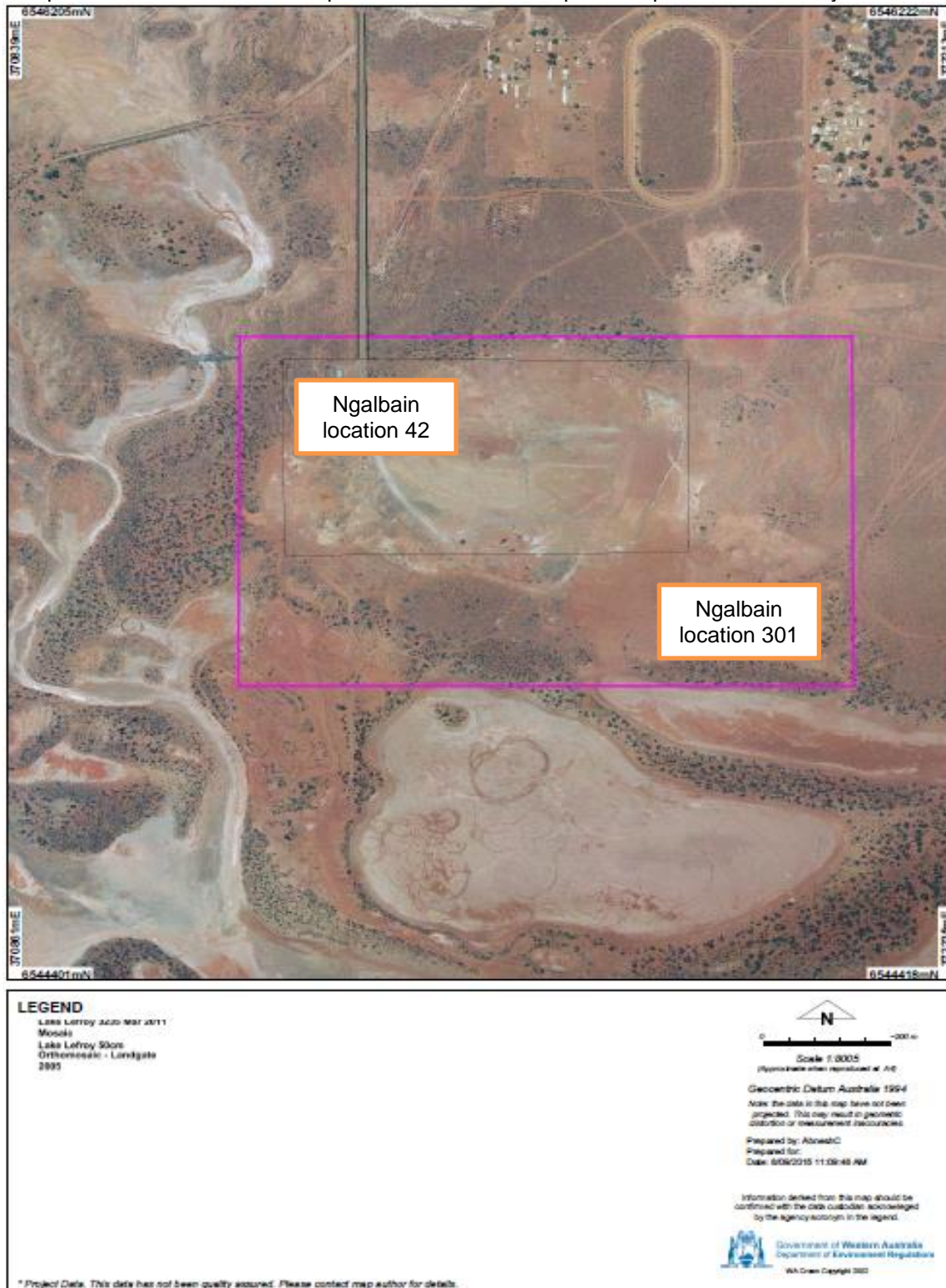
Note 2: Forms are in Schedule 2



Schedule 1: Maps

Premises map

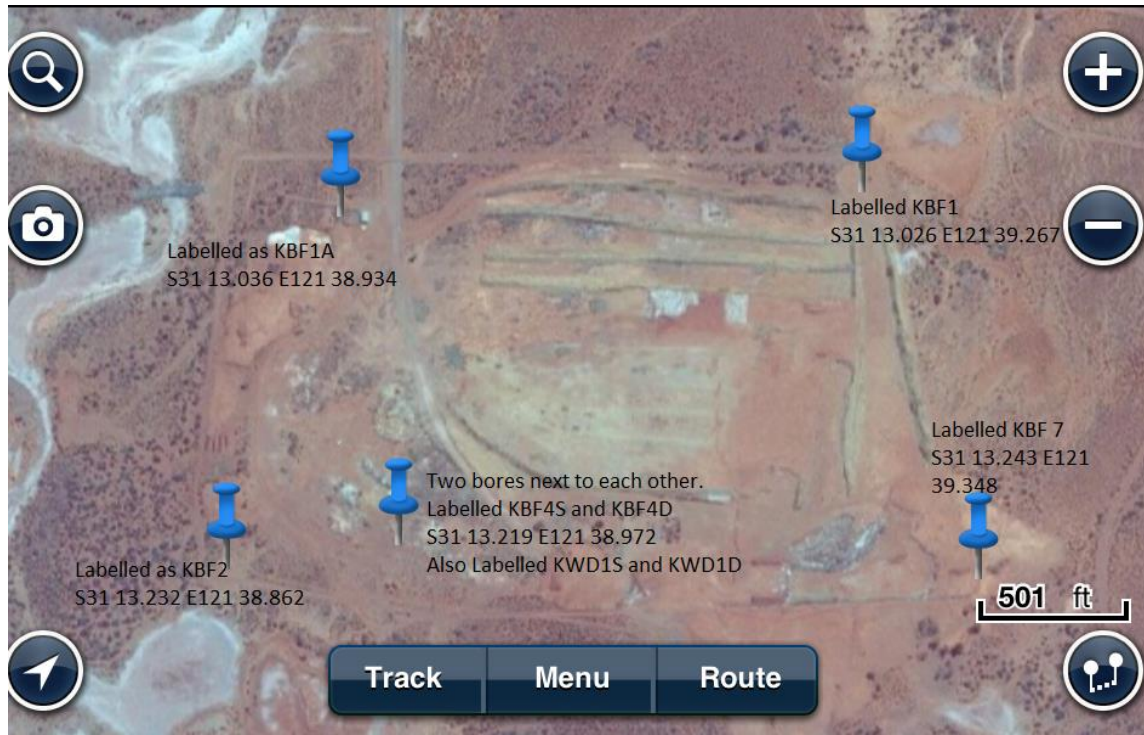
The premises is shown in the map below. The red line depicts the premises boundary.





Map of monitoring bores

The locations of the monitoring points defined in Tables 3.8.1 are shown below.





Schedule 2: Reporting & notification forms

These forms are provided for the proponent to report monitoring and other data required by the licence. They can be requested in an electronic format.

ANNUAL AUDIT COMPLIANCE REPORT PROFORMA

SECTION A

LICENCE DETAILS

Licence Number: L7970/1997/6	Licence File Number:
Company Name: Shire of Coolgardie Trading as: Kambalda Refuse Facility	ABN:
Reporting period: _____ to _____	

STATEMENT OF COMPLIANCE WITH LICENCE CONDITIONS

1. Were all conditions of the Licence complied with within the reporting period? (please tick the appropriate box)

Yes ☐ Please proceed to Section C

No ☐ Please proceed to Section B

Each page must be initialled by the person(s) who signs Section C of this annual audit compliance report (AACR).

Initial:



SECTION B

DETAILS OF NON-COMPLIANCE WITH LICENCE CONDITION.

Please use a separate page for each Licence condition that was not complied with.

a) Licence condition not complied with?	
b) Date(s) and time(s) the non-compliance occurred, if applicable?	
c) Was this non-compliance reported to DER?	
<input type="checkbox"/> Yes, and <input type="checkbox"/> Reported to DER verbally Date <input type="checkbox"/> Reported to DER in writing Date	<input type="checkbox"/> No
d) Has DER taken, or finalised any action in relation to the non-compliance?	
e) Summary of particulars of non-compliance, and what was the environmental impact?	
f) If relevant, the precise location where the non-compliance occurred (attach map or diagram)	
g) Cause of non-compliance	
h) Action taken or that will be taken to mitigate any adverse effects of the non-compliance	
i) Action taken or that will be taken to prevent recurrence of the non-compliance	

Please use a separate page for each licence condition that was not complied with. Each page must be initialled by the person(s) who signs Section C of this AACR.

Initial:



SECTION C

SIGNATURE AND CERTIFICATION

This AACR may only be signed by a person(s) with legal authority to sign it as defined below. Please tick the box next to the category that describes how this AACR is being signed. If you are uncertain about who is entitled to sign or which category to tick, please contact the licensing officer for your premises.

If the licence holder is		The Annual Audit Compliance Report must be signed and certified:
An individual	<input type="checkbox"/> <input type="checkbox"/>	by the individual licence holder, or by a person approved in writing by the Chief Executive Officer of the Department of Environment Regulation to sign on the licensee's behalf.
A firm or other unincorporated company	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A corporation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	by affixing the common seal of the licensee in accordance with the <i>Corporations Act 2001</i> ; or by two directors of the licensee; or by a director and a company secretary of the licensee, or if the licensee is a proprietary company that has a sole director who is also the sole company secretary – by that director, or by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
A public authority (other than a local government)	<input type="checkbox"/> <input type="checkbox"/>	by the principal executive officer of the licensee; or by a person with authority to sign on the licensee's behalf who is approved in writing by the Chief Executive Officer of the Department of Environment Regulation.
a local government	<input type="checkbox"/> <input type="checkbox"/>	by the chief executive officer of the licensee; or by affixing the seal of the local government.

It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular. There is a maximum penalty of \$50,000 for an individual or body corporate.

I/We declare that the information in this AACR is correct and not false or misleading in a material particular.

Signature:

Name: (printed)

Position:

Date:

Seal (if signing under seal)

Signature:

Name: (printed)

Position:

Date:



Decision Document

Environmental Protection Act 1986, Part V

Proponent: Shire of Coolgardie

Licence: L7970/1997/6

Registered office: Shire of Coolgardie
Irish Mulga Drive
Kambalda WA 6442

Premises address: Kambalda Landfill Facility
KAMBALDA WA 6442
Being Ngalbain location 42, Crown Reserve 31717 and
Ngalbain location 301, Crown Reserve 31717

Issue date: Thursday, 21 November 2013

Commencement date: Friday, 22 November 2013

Expiry date: Friday, 21 November 2018

Decision

Based on the assessment detailed in this document the Department of Environment Regulation (DER), has decided to issue an amended licence. DER considers that in reaching this decision, it has taken into account all relevant considerations.

Decision Document prepared by: Abnesh Chetty
Licensing Officer

Decision Document authorised by: Steve Checker
Delegated Officer



Contents

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6 Risk Assessment	8

1 Purpose of this Document

This decision document explains how DER has assessed and determined the application and provides a record of DER's decision-making process and how relevant factors have been taken into account. Stakeholders should note that this document is limited to DER's assessment and decision making under Part V of the *Environmental Protection Act 1986*. Other approvals may be required for the proposal, and it is the proponent's responsibility to ensure they have all relevant approvals for their Premises.



2 Administrative summary

Administrative details		
Application type	Works Approval <input type="checkbox"/> New Licence <input type="checkbox"/> Licence amendment <input checked="" type="checkbox"/> Works Approval amendment <input type="checkbox"/>	
Activities that cause the premises to become prescribed premises	Category number(s)	Assessed design capacity
	64 – Class II putrescible landfill site	Not more than 9,000 tonnes per year
Application verified	Date: N/A	
Application fee paid	Date: N/A	
Works Approval has been complied with	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Compliance Certificate received	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Commercial-in-confidence claim	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Commercial-in-confidence claim outcome	N/A	
Is the proposal a Major Resource Project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Was the proposal referred to the Environmental Protection Authority (EPA) under Part IV of the <i>Environmental Protection Act 1986</i> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Referral decision No: Managed under Part V <input type="checkbox"/> Assessed under Part IV <input type="checkbox"/>
Is the proposal subject to Ministerial Conditions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ministerial statement No: EPA Report No:
Does the proposal involve a discharge of waste into a designated area (as defined in section 57 of the <i>Environmental Protection Act 1986</i>)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Department of Water consulted Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is the Premises within an Environmental Protection Policy (EPP) Area Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes include details of which EPP(s) here.		
Is the Premises subject to any EPP requirements? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, include details here, eg Site is subject to SO ₂ requirements of Kwinana EPP.		



3 Executive summary of proposal and assessment

The Kambalda Refuse Facility is a Class II putrescible landfill with an approved premises production or design capacity of 9 000 tonnes per year. The facility accepts mixed municipal green, solid, commercial, industrial and construction waste. The landfill was unmanned until around 1997.

The site is located between East and West Kambalda on the fringe of a salt pan and is approximately 2km to the nearest residential accommodation, known as the Mac Kambalda Village.

The site occupies approximately 32.2 hectares. The landfill is clay lined with a water table depth between 19 and 28 meters. The main emissions generated from the premises are dust and odour. It is anticipated that these emissions can be adequately managed under the provisions of the *Environmental Protection Act 1986* and mitigation measures put in place by the Licensee.

The Licence amendment relates to an application to increase the site's licensed capacity to accommodate a one-off disposal of approximately 24,000 tonnes of asbestos-contaminated soil. The Kambalda Landfill Facility is located on two land parcels with a total combined area of 557,330 m². Landfilling to date covers approximately 375,000 square metres (m²) leaving approximately 182,330 m² of unused land. This equates to approximately 1,114,660 cubic metres (m³) of landfill space available for future use. This calculation is based on 375,000 m² or 750,000 m³ as very little landfill is above natural ground level and there is a further 364,660 m³ of unused land space available. Available space indicates that the landfill has the capacity to accept 50,000 tonnes (33,333 m³) per year over approximately 33 years.

This amendment also involves removal of former condition 1(c)(i) (concerning the wrapping of asbestos wastes) which is now regulated under regulation 44 of the *Environmental Protection (Controlled Waste) Regulations 2004*.

As a result of this amendment this Licence has been converted into the latest DER template format. DER has not re-assessed the acceptability or impacts of emissions and discharges from the Premises or revisited any existing emission control levels with the exception of condition 1.3.5 relating to disposal of asbestos in the Premises operation section. The Licence duration will not be extended as a result of this amendment.



4 Decision table

All applications are assessed in line with the *Environmental Protection Act 1986*, the *Environmental Protection Regulations 1987* and DER's Operational Procedure on Assessing Emissions and Discharges from Prescribed Premises. Where other references have been used in making the decision they are detailed in the decision document.

DECISION TABLE			
Works Approval / Licence section	Condition number W = Works Approval L= Licence	Justification (including risk description & decision methodology where relevant)	Reference documents
Premises operation	N/A	The Licence amendment relates to an application to increase the site's licensed capacity to accommodate a one-off disposal of approximately 24,000 tonnes of asbestos-contaminated soil. The Kambalda Landfill Facility is located on two land parcels with a total combined area of 557,330 m ² . Landfilling to date covers approximately 375,000 square metres (m ²) leaving approximately 182,330 m ² of unused land. This equates to approximately 1,114,660 cubic metres (m ³) of landfill space available for future use. This calculation is based on 375,000 m ² or 750,000 m ³ as very little landfill is above natural ground level and there is a further 364,660 m ³ of unused land space available. Available space indicates that the landfill has the capacity to accept 50,000 tonnes (33,333 m ³) per year over approximately 33 years.	
Premises operation	L1.3.5	Licence (L7970/1997/6) condition 1 (c) (i) currently requires that any asbestos material is wrapped in heavy duty plastic before entry to the landfill site. However in order to avoid any duplication relating to the transportation of asbestos containing materials since legislative requirements are now stipulated under Regulation 44 of the <i>Environmental Protection (Controlled Waste) Regulations 2004</i> this condition will be removed from the amended Licence.	Application supporting documentation General provisions of the <i>Environmental Protection Act 1986</i> and



DECISION TABLE			
Works Approval / Licence section	Condition number W = Works Approval L= Licence	Justification (including risk description & decision methodology where relevant)	Reference documents
			<i>Environmental Protection (Controlled Waste) Regulations 2004</i>
Licence Duration	N/A	The Licence duration has not been assessed or extended as a result of this amendment.	



5 Advertisement and consultation table

Date	Event	Comments received/Notes	How comments were taken into consideration
10 September 2015	Proponent sent a copy of draft instrument	No comments received	NA



6 Risk Assessment

Note: This matrix is taken from the DER Corporate Policy Statement No. 07 - Operational Risk Management

Table 1: Emissions Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

11.3 Recreation and Community Services

11.3.1 Goldfields Records Storage Management Update

Location:	Goldfields Records Storage
Applicant:	Nil
File Reference:	NAM
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Manager Recreation and Community Services, Laura Dwyer

Summary:

Report for Management of Goldfields Records Storage by Shire of Coolgardie.

Background:

From 1 March 2018 the Shire of Coolgardie commencement management of Goldfields Records Storage on behalf of GVROC.

Comment:

The attached report contains information on current operating status of the facility, staffing arrangements, maintenance and quotations for works required.

Attachments:

- (jj) GRS Agenda item April 2018 Meeting SOC **[11.3.1.1]**
- (kk) GRS Asset Inspection **[11.3.1.2]**
- (ll) GWA Hyundai Van Repairs **[11.3.1.3]**
- (mm) Goldfields 4 days Training 26 March 18 **[11.3.1.4]**

Consultation:

Chief Executive Officer, James Trail
Manager Recreation & Community Development, Laura Dwyer
Manager of Administration, Rebecca Horan
Acting Coordinator Goldfields Records Storage, Leesa Treen

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Diversified and strengthened local economy

Establish and strengthen partnerships with industry

Solutions focussed and customer oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council,

1. Receive the current information for the Goldfields Records Storage Facility.
2. AUTHORISE the Chief Executive Officer and Shire President to execute the Archives and Record Management (2018 Replacement) Agreement as attached.

COUNCIL RESOLUTION: #076/18

Moved: Councillor, N Karafilis

Seconded: Councillor, S Botting

That Council,

1. Receive the current information for the Goldfields Records Storage Facility.
2. AUTHORISE the Chief Executive Officer and Shire President to execute the Archives and Record Management (2018 Replacement) Agreement as attached.

CARRIED ABSOLUTE MAJORITY 5/0



Shire of Coolgardie Management of Goldfields Records Storage

Management of GRS commenced with the Shire from 1 March 2018. Information in this report is based on the current operational state of the facility as at 17 April 2018.

Operational

- Invoices for GRS have been delivered to partnering Shires.
- As per the last CEO Working Group Meeting with GVROC, Wiluna have confirmed their withdrawal as an active partner in GRS. A deed will be required over the title which Wiluna still have a financial share in the property of GRS.
- As per requests by the CEO's in relation to the amended contract draft;
 - Any reference to Shire of Wiluna be removed
 - Clauses 4(2) and 4(4) in relation to Management allow for the termination of the agreement by the Manager or by the Participants via mutual agreement.
 - Clause 11(e) for payment of retiring participants portion to be paid out upon 30 Days of settlement of the property.
- Advertising for a Coordinator to operate the facility has been difficult. GVROC have been notified Friday 6 April 2018.
- Due to being unable to successfully fill the position during the advertised period, the facility has been temporarily closed. Clients can contact the GRS to access documents via appointment. No objection from the other Participating Shires has been received.
- A late expression in the position has been expressed which may be suitable. Nothing has been finalised for timeframes of commencement, but Council and GVROC will be informed when the position is filled and operations can resume.
- IT options have been discussed with no decision arrived at, in terms of systems, internet, printers etc. There is existing equipment within the building and in the interim operations can continue without changes being made.
- Quotes have been obtained for training in the software program O'Neil for the Records Management. This will not be undertaken until the Coordinator position has been filled.
- Quotes have also been obtained for training staff in operation of the scissor lift and will be carried out upon recruitment of Coordinator.

Maintenance

- Cleaning has been carried out in the facility to have the office space maintained.
- BT Premise Services have completed a site inspection and issued a report (see attached) in relation to the property condition.
- Maintenance has been completed on the shredding machine with this in working order and blades have been changed.

- GWA Automotive have issued a quote for repairs (see attached) to the Hyundai Van. This is work that must be carried out to maintain the vehicle in an acceptable state.
- Vehicle has been serviced by SOC Mechanic.

Planning Forward

- Much of the operations of the business rely on recruitment of the Coordinator for the facility. No planning can commence unless we are able to fill this position.
- If the position is filled, budgets can be arranged to move forward and present to GVROC.
- In the event we are unsuccessful in recruiting a Coordinator, the building will be closed and decision presented to GVROC to decide upon.
- If the operations are able to be sustained, it will need to be taken into account that Suez are soon to be opening a confidential document destruction section to their business. Thought may be to outsource this part of the business to Suez and move into storage and management of records only.

Building Condition Assessment- Inspection Form- Maintenance List

Facility : 19/03/2018 Goldfields Records Storage

Inspector Name: Brian Thomas

Location	Element	Condition	Quantity	Measure	Risk Assessment	Severity	Comment
Reception	Int Wall	Fair		60sqm	Image & Reputation	Fair	Marked Walls- Patch & Paint 3yrs
Reception	Electrical	Poor	1		Compliance	High	GPO tagged off - Repair as required
Office 1	Int Wall	Good		2sqm	Image & Reputation	Fair	Water leak above window
Office 1	Ceiling	Good	1		Consequential Dam	Low	Water stain ceiling panel
Off,1,2,3	Int Wall	Fair		35sqm	Image & Reputation	Low	Patch & paint 3yrs
Off,1,2,3	Int Door	Fair	5		Image & Reputation	Low	Patch & paint 3yrs
Bin Area	Int Wall	Poor		2sqm	Continous Use	High	Repair damaged Partition wall
Bin Area	Window	Poor		2 lm	Continous Use	High	Repair window seal
Bin Area	Electrical	Fair		4 lm	Health & Safety	High	Exposed cable- duct cover missing
Bin Area	Floor	fair		30sqm	Continous Use	Low	Cut & Polish vinyl
Disabled T	Floor	Poor		2 lm	Health & Safety	Med	Cracked tiles- Concrete join failure
Disabled T	int Wall	Fair		6sqm	Image & Reputation	Low	Patch & paint 3yrs
Mens Toi	Floor	Fair		1 lm	Health & Safety	Med	Cracked tiles- Concrete join failure
Mens Toi	Int Wall	Fair		1sqm	Image & Reputation	Low	Paint above tiles
Mens Toi	Int Wall	Good	1		Continous Use	Low	Missing mirroR
Ladies Toi	Floor	Poor		1sqm	Health & Safety	Med	Cracked tiles- Concrete join failure
Ladies Toi	Int Wall	Fair		3sqm	Image & Reputation	Low	Patch & paint 3yrs
Ladies Toi	Int Door	Fair	3		Image & Reputation	Low	Patch & paint 3yrs
Kitchen	Floor	Poor		2 lm	Health & Safety	Med	Cracked tiles- Concrete join failure

Kitchen	Fitment	Fair	1		Continous Use	Low	Cupboard door adjustment
Kitchen	Electrical	Fair	1		Health & Safety	Med	Clean exhaust fan cover
Records	Floor	Fair		2 lm	Health & Safety	Low	Vinyl joint failure
Staircase	Staircase	Fair		5sqm	Image & Reputation	Low	Paint staircase & handrail
Staircase	Int Wall	fair		10sqm	Image & Reputation	Low	Patch & paint 3yrs
Amenties	Above ceiling	Poor		30sqm	Health & Safety	Med	Remove obsolete HWS & clean floor
Shreader	Electrical	Poor	1		Health & Safety	High	Install extraction System for Shreader
							Structual Engineer Design Recommended

GWA Automotive

200 Hay Street
P O Box 1619
Kalgoorlie WA 6430
ABN 85 152 379 836
Tel: 08 9021 6088 Fax: 08 9021 6146
Email: gwauto@bigpond.com
Website: www.gwaautomotive.com.au
RTA: Mrb4944 Au38414



Estimate

Inv. No.	19,337	Date	12/4/18	Order No.	-	Sales ID	-
Client Details				Vehicle Details			
Coolgardie Shire				Registration:	XXXXXX	Odo:	
				Make/Model:	HYUNDAI Iload	Year:	2012

Account	10131	Home	-	Work	-	Mobile	0419926714
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Work Required

Remove Engine, Put On Engine Stand.
Remove Engine Sump, Upper And Lower Timing Covers. Remove Auxiliary Driven Components, Remove All Timing Gears To Gain Access To Rear Plate, Supply And Related Gaskets, And Or Seals. Remove And Check Two Big End Bearings/main Bearings (Common Failure Point) Whilst Sump Is Off. Refit Remove Parts.
Refit Engine. Add New Oil, Oil Filter And Coolant.
Road Test Vehicle.

Services, Parts & Labour

Mechanical

Qty	Description	Unit Price	Total (Ex)	Tax	Total (Inc)
1	Labour	\$2,250.00	\$2,250.00	\$225.00 GST	\$2,475.00
1	Oil Filter	\$29.88	\$29.88	\$2.99 GST	\$32.87
1	Pro 5 5w30 Full Syn	\$11.36	\$11.36	\$1.14 GST	\$12.50
2	Coolant Long Life 5yrs	\$65.00	\$130.00	\$13.00 GST	\$143.00
1.5	Toyota Black	\$45.95	\$68.93	\$6.89 GST	\$75.82
1	Sundries	\$14.50	\$14.50	\$1.45 GST	\$15.95
1	Cleaning Fluid	\$13.50	\$13.50	\$1.35 GST	\$14.85
Total Labour			\$2,518.17	\$251.82	\$2,769.99
			\$2,518.17	\$251.82	\$2,769.99

Vehicle Report

Financial Summary

Total (Ex. Tax)	\$2,518.17	Terms	Cash on delivery
Tax Total	\$251.82	Paid	\$0.00
Rounding	\$0.01		
Total (Inc. Tax)	\$2,770.00	Balance	\$2,770.00

Please Note 14 Day Account Unless Otherwise Arranged With Management
Thank You For Your Business
If Paying Direct Bank Details
Account: Gwa Automotive Bsb: 016-710 Account# 453628028



O'Neil Software Inc.
11 Cushing, Suite 100
Irvine CA 92618
Tel: (949) 458-1234

QUOTATION

Quote Number QTE017643

Quote Date Mar 26, 2018

ABN Number: 35 606 936 627

Bill To:

Goldfields Records Storage
Leesa Treen
PO Box 2042
Boulder, WA 6430
Australia

Ship To:

Goldfields Records Storage
Leesa Treen
PO Box 2042
Boulder, WA 6430
Australia

Pmnt Terms	Salesperson	PO No.	Dwnld	Ship Method	Customer No.
Net 30	APAC MEA - Team		Yes	FED-EX INT'L	2491
Item	Description	Quantity	Unit Price	Extended Price	
90090	SOFTWARE TRAINING ON-SITE DAILY RATE	4	AU\$1,200.00	AU\$4,800.00	

* All Quotations are valid for 30 Days.

* Please email Signed Quotation to:
ausales@oneilsoft.com

Subtotal	AU\$4,800.00
GST	TBD
Freight	TBD
Total	AU\$4,800.00

Remit Payment to: O'Neil Software Inc.

Please use Invoice # or Company Name as reference.

Wire Transfer to: Australia and New Zealand Banking Group Limited (ANZ)
324 Queen St.
Brisbane QLD 4000
BSB #: 014002 Acct #: 351428375

Quotations do not include freight costs, duties, training expenses or sales tax.

Approved by	Signature	Date

11.3.2 Cashless Welfare Card Local Partner Program

Location:	Coolgardie and Kambalda
Applicant:	Nil
File Reference:	NAM
Disclosure of Interest:	Nil
Date:	19 April 2018
Author:	Manager Recreation & Community Development, Laura Dwyer

Summary:

Updated report on Cashless Debit Card Local Partner service delivery.

Background:

March 27, 2018 Council agreed to accept the Indue Limited contract to deliver Local Partner services to Cashless Debit Card program on behalf of the Commonwealth Government.

Legislation had been passed for the trial to commence in the Goldfields region in February and negotiations had taken place in the lead up to the contract acceptance.

Service delivery had commenced with training from 9 April 2018.

Comment:

Information contained in the attachments contain information regarding the service, contract fees, staffing arrangements, IT and office location delivery. This information is to provide a progress report for the program to Council.

Attachments:

Nil

Consultation:

Chief Executive Officer, James Trail
Manager Recreation & Community Development, Laura Dwyer
Manager of Administration, Rebecca Horan
Department of Social Services, Brent McIntyre
Indue Limited, Serge Kuyznierewicz

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:**Cohesive and engaged community**

Consult and engage with the local Aboriginal community

Develop a cohesive approach to community development across the Shire

Facilitate the development of healthy lifestyles through the provision of high quality sport, recreation, cultural and leisure services, facilities and activities

Provide connected and accessible towns

Provide services to youth, aged and the disadvantaged that address identified needs

Support community safety and security initiatives

Diversified and strengthened local economy

Establish and strengthen partnerships with industry

Solutions focussed and customer oriented organisation

Attraction, development and retention of a productive and effective workforce

Development of Shire's resources to provide optimum benefit to the community

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, accept the progress report for Cashless Debit Card Local Partner service delivery.

COUNCIL RESOLUTION: #077/18

Moved: Councillor, S Botting

Seconded: Councillor, N Karafilis

That Council, accept the progress report for Cashless Debit Card Local Partner service delivery.

CARRIED ABSOLUTE MAJORITY 5/0

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*

Nil

13.2 *Council Officers*

Nil

14 CONFIDENTIAL ITEMS

COUNCIL RESOLUTION: #078/18

Moved: Councillor, B Logan

Seconded: Councillor, K Lindup

That Council close the meeting to the public at 07:18 pm

CARRIED ABSOLUTE MAJORITY 5/0

14.1 *Land Disposal – Portion of Lot 888 (No 15) Santalum Street*

COUNCIL RESOLUTION: #079/18

Councillor, N Karafilis

Councillor, S Botting

That Council,

1. RESOLVES that portion of Lot 888 (No15) Santalum Street, Kambalda, as shown on the attached plan, is surplus to Shire of Coolgardie requirements by virtue of:-

- Its separated from the depot activities by a fence since 1984 at handover of the land from Western Mining Corporation.
- The land has never been used for Shire purposes
- The land contains a workshop in use by the adjoining landowner.

2. INITIATES the process to dispose of portion of Lot 888 (No 15) Santalum Street, Kambalda West as shown of the attached plan, in accordance with section 3.58 of the Local Government Act 1995 by Private Treaty by giving Local Public Notice with the following details:-

1. Description of the property
2. Details of the disposition
3. Names of all parties
4. Price
5. Market valuation (which is not older than 6 months)
6. Invite submission
7. Council consideration of submission

3. AUTHORISES the Chief Executive Officer to: -

- 1. Obtain a Market valuation for the portion of Lot 888 (No 15) Santalum Street, Kambalda West as shown on the attached plan.**
- 2. Prepare subdivision survey documentation.**

4. REQUIRES a further report on the outcome of the investigations and discussions with the applicant prior to commencing Local Public Notice.

CARRIED ABSOLUTE MAJORITY 5/0

COUNCIL RESOLUTION: #080/18

Moved: Councillor, K Lindup

Seconded: Councillor, S Botting

That Council reopen the meeting to the public at 07:23 pm

CARRIED ABSOLUTE MAJORITY 5/0

15 CLOSURE OF MEETING

Shire President, M Cullen declared the meeting closed at 07:24 pm and thanked all for their attendance.