



SHIRE OF COOLGARDIE

MINUTES

OF THE

ORDINARY COUNCIL MEETING

26 June 2018

6.00pm

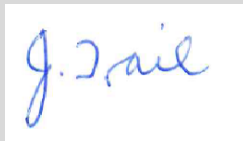
Kambalda

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 26 June 2018 in the Recreation Centre, Barnes Drive, Kambalda commencing at 6:00pm.



JAMES TRAIL
CHIEF EXECUTIVE OFFICER

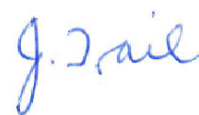
ORDINARY COUNCIL MEETING

26 June 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

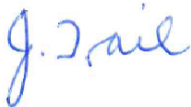
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

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:

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

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

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

NOTE:

10.3 Unopposed Business

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

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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, Tracey Rathbone
Councillor, Sherryl Botting
Councillor, Betty Logan

MEMBERS OF STAFF:

Chief Executive Officer, James Trail
Executive Assistant, Elly McKay

MEMBERS OF THE PUBLIC:

Jan McLeod
Peta Russel
Tammee Keast

APOLOGIES:

Nil

APPROVED LEAVE OF ABSENCE:

Councillor, Norm Karafilis
Councillor, Kathie Lindup

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

Nil

5 PUBLIC QUESTION TIME

Jan McLeod - Widgiemooltha

- 1) Considering that the community was against the Shire being involved in Government housing, why has the CEO had further meetings with the Department of Housing on My 16, 2018 with further meetings in late June/July? Are these just general discussions or do they relate to a 'Potential development'?**

If they are potential development why is this being progressed when

- i) The community was against it**
- ii) It is not in the Draft Community Strategic Plan?**

These meetings have been in conjunction with a resolution of Council. The CEO has met with representatives from the Department and will continue to until the direction of Council changes.

- 2) 11.1.4 RAV Policies p4 attachments section 2.4 policy 035 Council was going to consider the removal of the cartage hours of "Monday to Friday" excluding w/ends and public holidays in residential areas"- limited hours historically haulage is 24/7 and considering it occurs between the 2 mining camps on Durkin road where shift workers are housed, it should be able to occur in Widgiemooltha especially now that the haulage routes do not pass any houses but still encroach over the townsite boundary. Widgie only has 5 houses and since this clause has been previously invoked – it should be removed. Will Council now consider this? And if not. Why not?**

These policies are being discussed as an item on the agenda. The Council has requested the CEO include this information in a review of the policy.

- 3) P.6 attachments, since this is policy 034 shouldn't heavy vehicle permit be 035? Should principle be principal?**
P7 has the maintenance contributions changed to \$0.03 (03 cents) as maintenance contributions as listed will the "1/3 of" adjustments still apply? What are council's reasons for deleting or contributions towards Shire community chest fund?

Contributions to the community chest have been deleted from the policy as it should only be for contributions to the maintenance or construction of the road network. The rate in the \$ will be taken into consideration as part of the review of the policy.

- 4) P.57 Should "Sargent" be spelt Sergeant as in the Army and Air force?**
The spelling will remain the same.

- 5) P. 76 Attachments What was the scope pf works Kambalda Pool \$54,670 was this part of the structural; Engineer report?**

The scope of works for the \$54,670 was for works on the pumps at the Kambalda pool. It is not part of the structural engineers report into the pool.

6) P. 72 Community Strategic Plan, in my submission I listed points re K

- **Kambalda, not Kambalda East**
- **A better history of Kambalda**
- **Twice a year surveys being poor indicators of “success” with reasons.**

Could Council please explain why none of these have been addressed or acknowledged by letter, the reasons for leaving as is.

Taken on notice. It will be considered as part of the agenda item when the Council consider the Community Strategic Plan.

7) History of Widgiemooltha / Kurruwang in my opinion isn't warranted as not correct for Widgie and Kurruwang was first established in 1899 as the base of the WA Goldfields firewood supply company.

Taken on notice. It will be considered as part of the agenda item when the Council consider the Community Strategic Plan.

8) Map P.7 Operating Nickel Mines which are now closed Mariners, Miitel, Lanfranchi, Long-Victor have been listed on the map? Beta-Hunt is the only operation one. And not listed, shouldn't this be listed? Is Nepean operational as it is on the map? Higginsville is listed as Nickel, I thought it was gold. Is it a Nickel Mine? The Mount Mine should be below Widgiemooltha south Sandy Ridge is also incorrectly placed.

This will be reviewed as part of the consideration of the Strategic Community Plan and corrections made where required

9) P.5 median household income / yr. \$95k ATO data released by ABS (June 19, 2018) median income sliding from \$70,346 to \$64,132

Taken on notice and will be considered when Council deals with agenda item on the Strategic Community Plan.

10) What reasons were given for siting the Lithium processing plant in Kalgoorlie rather than Mungari which is closer to the mine?

The company is signing and MOU with the City of Kalgoorlie Boulder. The commercial decision on where to locate the plant is between the City and Neo Metals.

Peta Russell – Kambalda

- 1) All I want it one and two to be fixed so it joins together and is mud proof, not worried about the bridge just a very small section to be fixed, all these other nice paths and we must put up with mud, coming of stringybark to bridge then school and shops. It has just been all dug up along the creek and now there is more damage.**

The manager Technical Services and Works and Services Supervisor investigated the area and accessed the damages. Remediation works have been done. An assessment is being done on required drainage works significant use by the community. A report will be provided to the CEO with a recommendation on remediation.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting 22 May 2018

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of 22 May 2018 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: #095/18

Moved: Councillor, B Logan

Seconded: Councillor, S Botting

That the minutes of the Ordinary Meeting of Council of 22 May 2018 be confirmed as a true and accurate record.

CARRIED ABSOLUTE MAJORITY 4/0

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8.1 President's Report June 2018

Councillors have completed the six-monthly review of the performance of the CEO, with the assistance of our Administration and HR manager Bec Horan. The review was held at the Coolgardie Council Chamber on May 10th, with all six Councillors participating and completing assessments. I am pleased to report that our CEO Mr James Trail has passed the review, with a slightly increased improvement in overall performance both personally and within the organisation. Both parties have agreed to modify the CEO's Key Result Areas to reflect the Shires Service Level review so that Councillors can make a better-informed assessment of the CEO performance during future reviews.

All Councillors and Staff, have been busy this month participating in planning and budget workshops in preparation for the formulation of the 2018/19 budget, as well as working through the Shire Community Strategic Plan, Corporate and Long Term Financial Plan. Open community workshops were held in both Coolgardie and Kambalda during June to allow residents and ratepayers the opportunity to have input into the finalisation of the Community Strategic Plan. Once these Plans are finalised, they will be a guide for Council to follow when prioritising and funding infrastructure and community projects over the next four years.

This implementation of these Plans also ensures a relatively simple budget process in the future, as many projects have already been identified, planned for, and funding allocated.

The Shires technical services staff and our road construction crews have been working diligently on our road projects for the past two months. Work on the Ladyloch Road intersection and bypass have been completed, the sealing of Jaurdi Hills Road has been completed, and sections of Binnerinngie Road have been upgraded to enable the haulage of lithium from the mine at Bald Hill to the port at Esperance. The footpath upgrade programme for this financial year is also complete in both Coolgardie and Kambalda.

Myself and CEO James Trail attended the National Assembly of Local Governments in Canberra from June 19th to 21st, where we took the opportunity to meet with several Federal Ministers and Senators ,to lobby and make them aware of the importance of our region, and on behalf of our Shire seeking Federal assistance for Road, Housing and infrastructure projects in the Shire. It was an opportunity to invite them to visit and see for themselves what we have on offer when they next travel to Western Australia. We received a good hearing on all occasions, I would like to acknowledge and Thank Lesley Arnott and the Staff at Rick Wilsons office for their assistance during our visit.

Meetings and Workshops attended this period:

- CEO review Coolgardie May10th.
- Meeting Carnegie Clean Energy representatives to discuss future Solar Power options for the Shire.
- Kurrawang Community manager to discuss future partnership opportunities with the Shire. May 23rd.
- Myself and Mia Hicks met with the Department of Communities housing manager in Kalgoorlie to discuss community and aged housing opportunities in the Shire. May 23rd.
- Planning and Budget workshop Coolgardie .May 29th.
- Coolgardie Working Group to discuss the CDC trail and evaluation report. May 30th.
- Meeting with Christine Ewan and Jan McLeod in Coolgardie to discuss the Community and Long Term Financial Plans. May 30th.
- Teleconference State Council Special Meeting. May 30th.

- Lottery West presentation by Mining and Pastoral Member Kyle McGinn for the funding of the Post Office Precinct Re-development June 1st.
- Attended IGO End of an Era function at Kambalda Recreation Centre. June 1st.
- WALGA State Council meeting in Perth. June6th.
- Myself and CEO met with GVRO Executive in Perth discuss restructure of GVROC June 7th.
- Meeting with CEO and Mr Barnett ,discuss downstream processing opportunities for Lithium in our region. June 7th.
- interview with Minderoo Foundation on results of CDC trial in the Shire.
- Attended Pro Force mine rehabilitation project debrief at the Coolgardie Gorge with DMIRS June 11th.
- Road inspection on Coolgardie Nth Road with CEO and Peter Miller, to evaluate heavy vehicle routes. June12th.
- Meeting Rick Wilson and Minister Tehan in Coolgardie discuss CDC trial. June 14th.
- Attended ALGA NGA in Canberra and meeting various Federal Ministers and Senators. June 19th - 21st.
- CEO James Trail, planning consultant Francesca Lefante and myself met with proponents of accommodation village in Coolgardie. June22nd.

Malcolm Cullen
Shire President

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

Nil

11 REPORTS OF OFFICERS

11.1 Chief Executive Officer

11.1.1 Monthly Activity Report

Location: Nil

Applicant: Nil

File Reference: NAM6065

Disclosure of Interest: The author has no financial interest

Date: 15 June 2018

Author: Executive Assistant, Elly McKay

Summary:

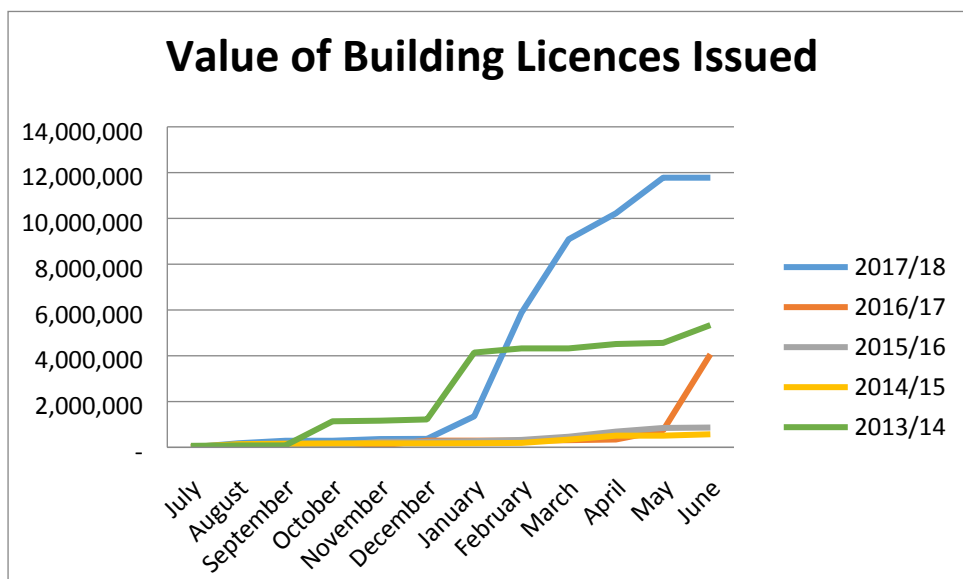
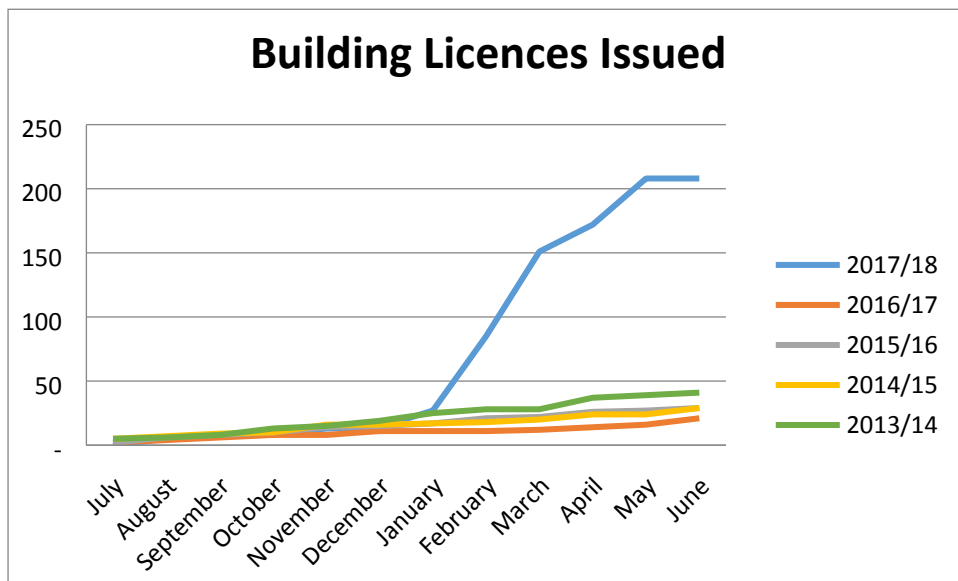
For Council to receive the monthly activity report for May 2018.

Background:

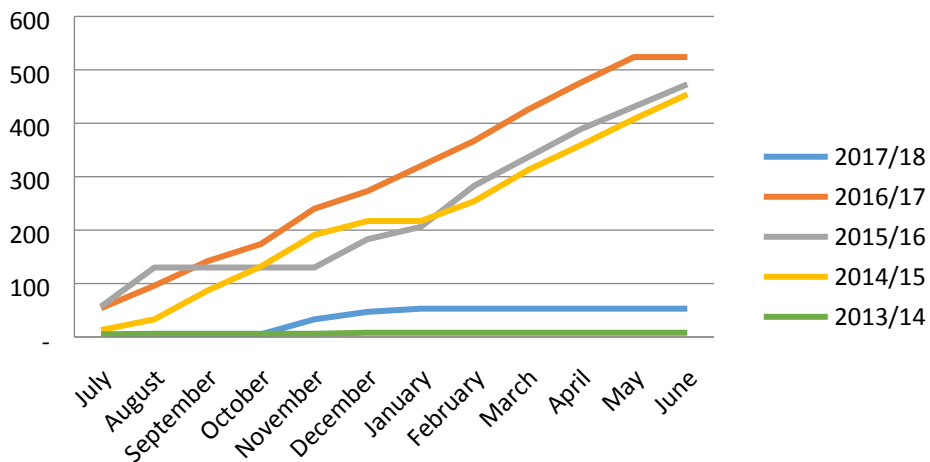
This report is to provide Council information on the activity of various Council services and facilities.

Comment:

Data

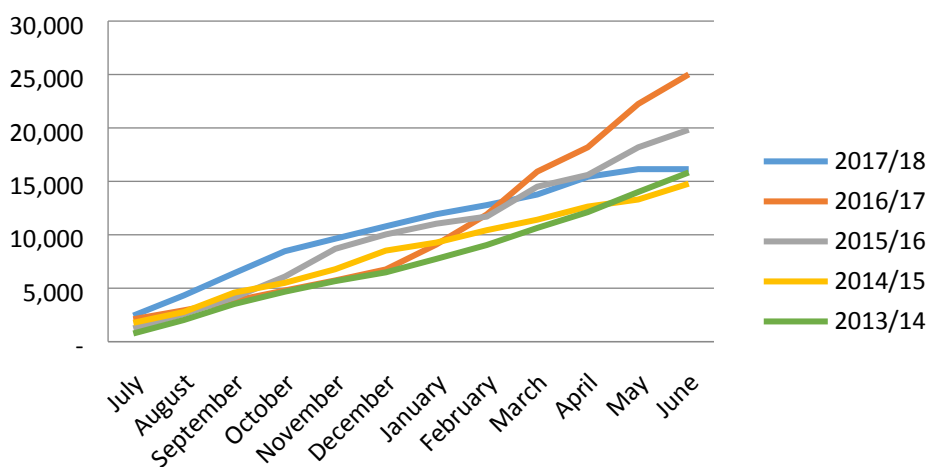


Health and Building Inspections

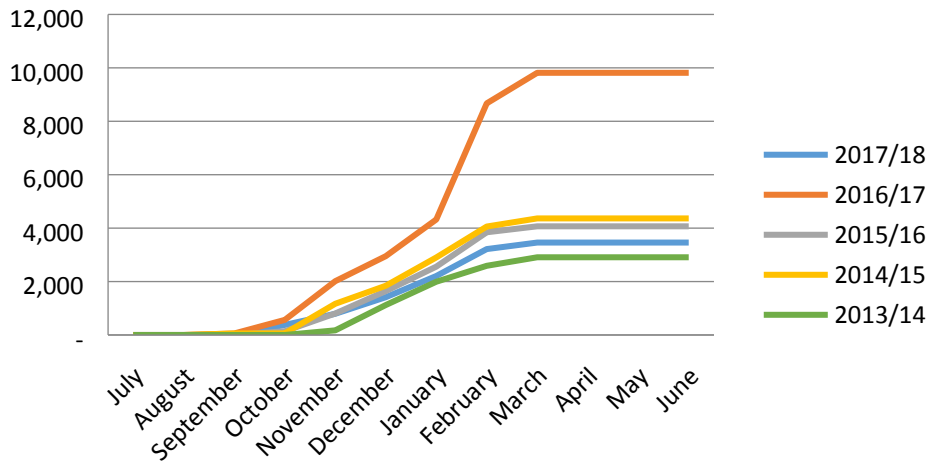


Recreation Services

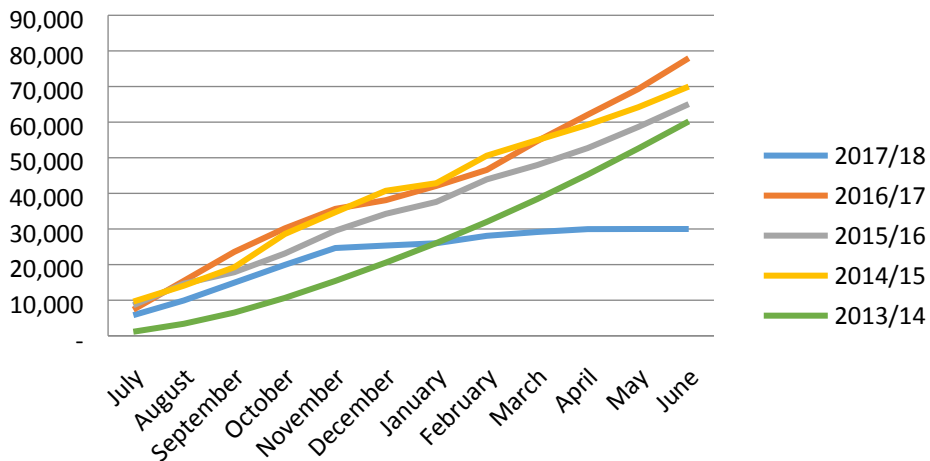
Coolgardie Recreation Centre



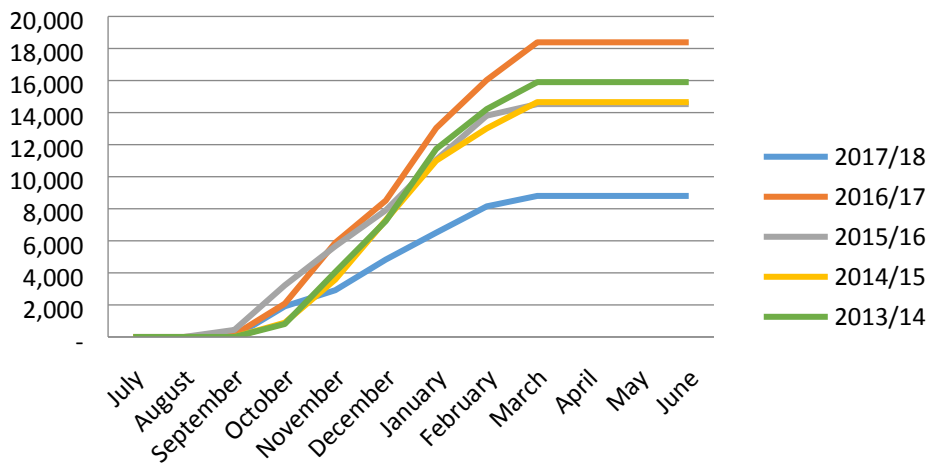
Coolgardie Pool Attendance



Kambalda Recreation Centre

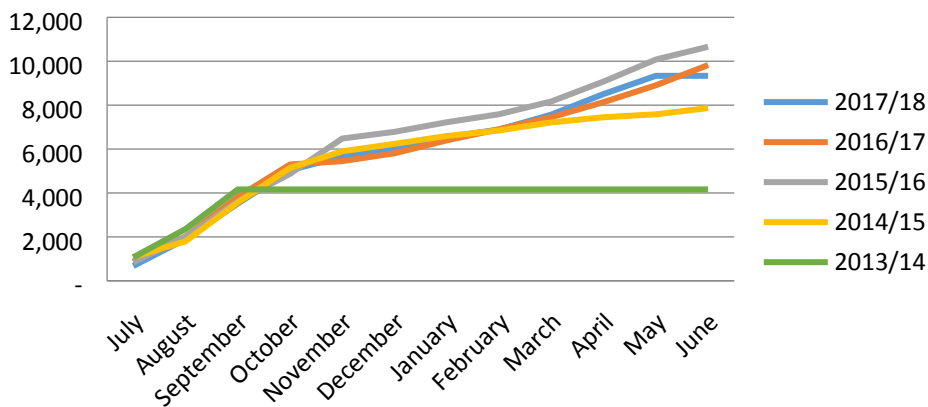


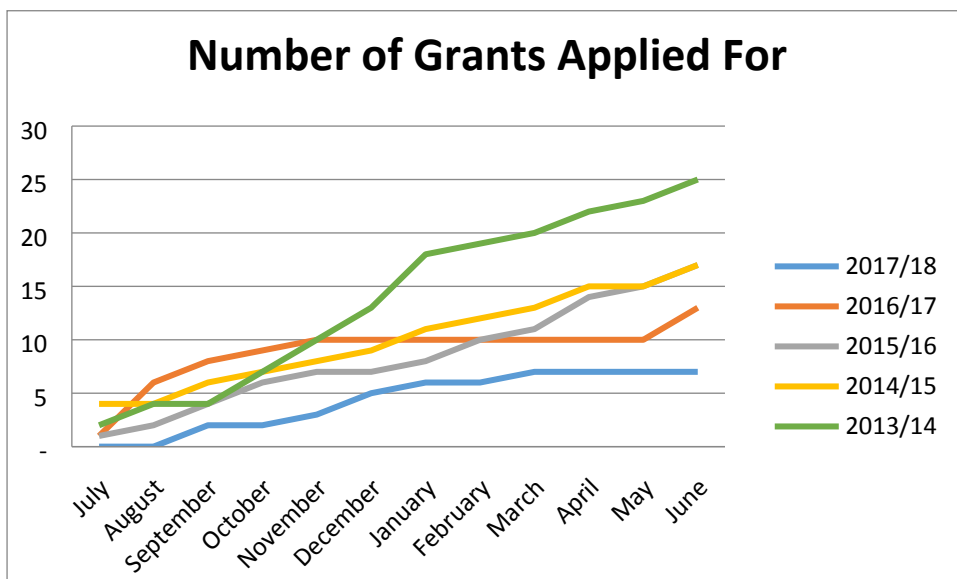
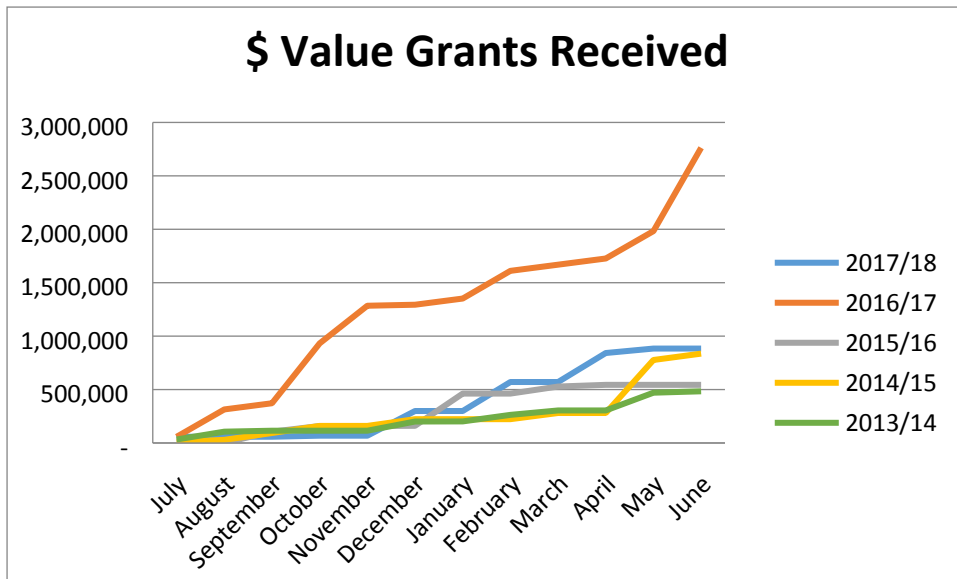
Kambalda Pool Attendance



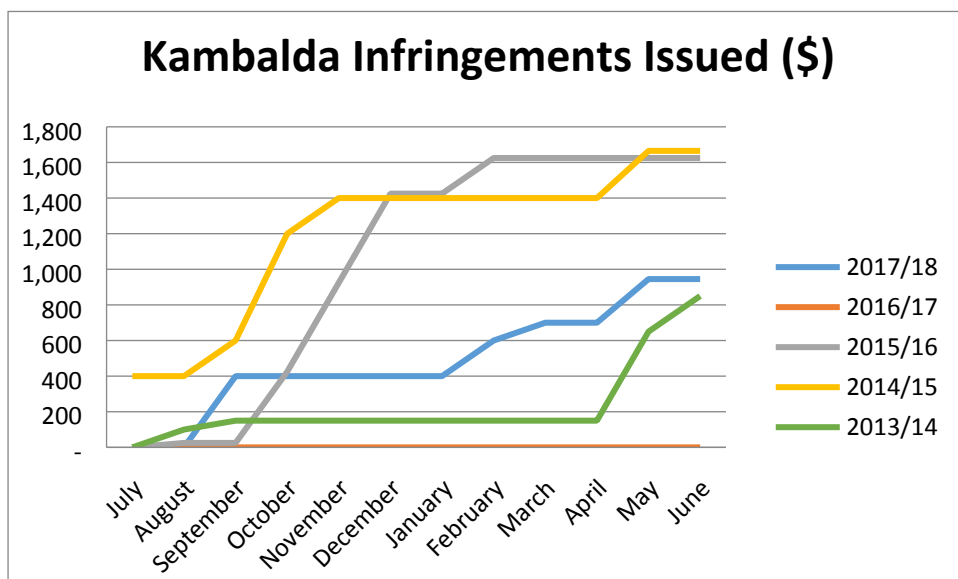
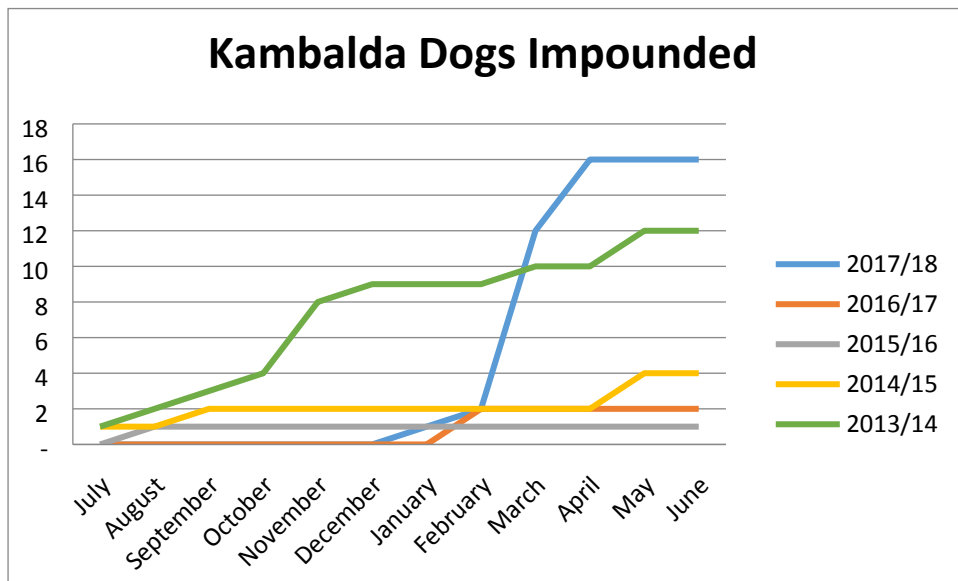
Community Services

Coolgardie Visitors Centre

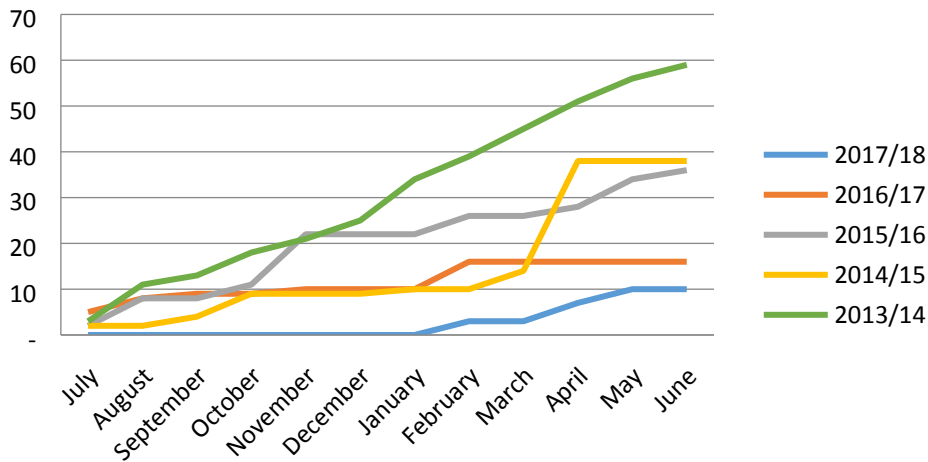




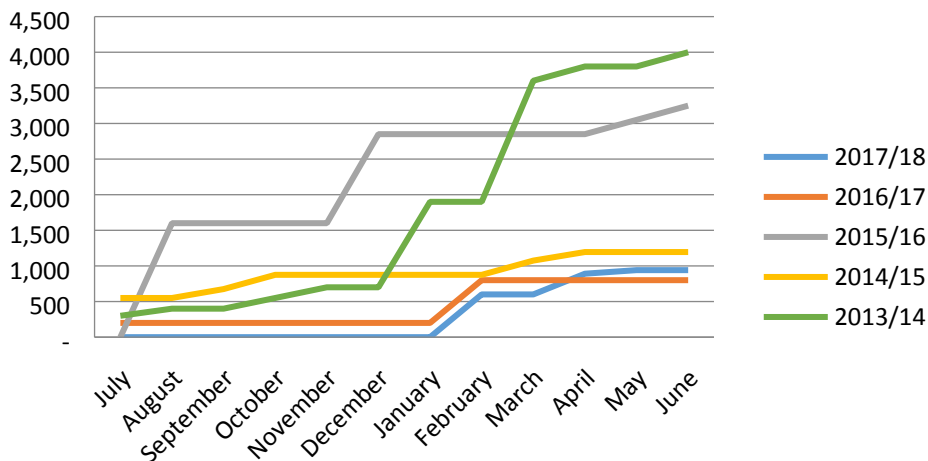
Ranger Services

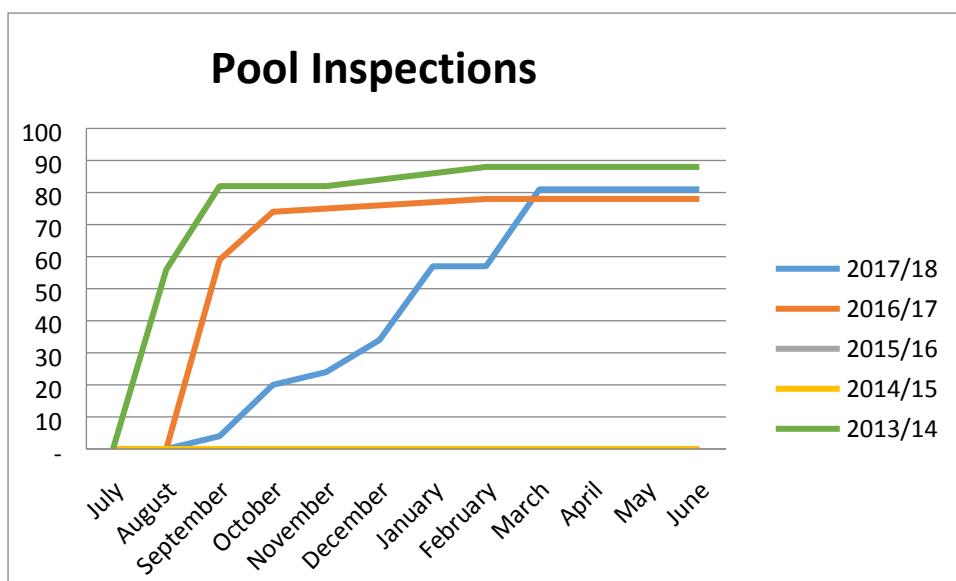


Coolgardie Dogs Impounded



Coolgardie Infringements Issued (\$)





Governance

DATE	RES. No.	ACTION REQUIRED	
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	051/15	<u>COUNCIL RESOLUTION: # 051/15</u> That Council resolve to – 1) 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	In progress – Meeting held with Dept of Lands – Visit from Dept. in May 2018. Shire Town Planner to

		2) Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.	meet with Dept. in Perth
Ordinary Council Meeting Minutes 28 July 2015			
28 July 15	137/15	<u>COUNCIL RESOLUTION: # 137/15</u> That Council resolve to – <ol style="list-style-type: none"> 1) 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 2) 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. in May 2018. Shire Town Planner to meet with Dept. in Perth
Ordinary Council Meeting 26 April 2016			
26 April 16	068/16	<u>COUNCIL RESOLUTION: # 068/16</u> That Council <ol style="list-style-type: none"> 1. 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> 2. 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 3. 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. 4. Authorise the President and Chief Executive Officer to affix the Common Seal and sign the associated contract documents. 	In Progress
Ordinary Meeting of Council 25 October 2016			
25 Oct 16	289/16	<u>COUNCIL RESOLUTION: # 289/16</u>	In progress. Post Office Reserve tenure change

		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	still with Shire Lawyers. Shire Town Planner to follow up with Shire Lawyer.
Ordinary Council Meeting 28 March 2017			
28 March 17	084/17	<u>COUNCIL RESOLUTION: # 084/17</u> 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	Expression of Interest closed. An EOI was received from St Johns. Shire President and CEO met with St Johns in Perth on Thursday 21 st June. An MOU for consideration by Council is being prepared.
Ordinary Council Meeting 26 April 2017			
26 April 17	105/17	<u>COUNCIL RESOLUTION: # 105/17</u> 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 That Council request following those discussions that the CEO write to the minister to lease the appropriate reserve giving the Shire the power to lease to the Kambalda Sub Centre branch of St Johns Ambulance.	In progress – meetings held awaiting feedback from sub centre branch. This will be further investigated once proposal received from St Johns
Ordinary Council Meeting 26 September 2017			
26 Sep 2017	212/17	<u>COUNCIL RESOLUTION # 212/17</u>	In progress – item needs to

		<p>That Council</p> <ol style="list-style-type: none"> 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. 	be brought back to Council in July 2018 to rescind motion
26 Sep 2017	214/17	<p><u>COUNCIL RESOLUTION: # 214/17</u></p> <p>That Council:</p> <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	<p><u>COUNCIL RESOLUTION: # 230/17</u></p> <p>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.</p>	Jupiter Health to cease services on the 27 th July 2018 – rescind motion in July 2018
Special Council Meeting 14 November 2017			
14 Nov 2017	238/17	<p><u>COUNCIL RESOLUTION: # 238/17</u></p> <p>That Council:</p> <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 	In Progress – Shire Planning consultant working with Mincor to progress actions. Haulage campaign negotiations current.

		<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 connects to Kingwood Street to the satisfaction of the Shire of Coolgardie. <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> <ol style="list-style-type: none"> 1. One Tree Community Services seeks CEO approval of the final version of play equipment and natural open space before submitting funding applications. <p>One Tree adhere to the following conditions as per the current lease that is in place with the Shire of Coolgardie</p> <ol style="list-style-type: none"> 2. One Tree Community Services must not make any Alterations to the Area without the prior written approval from the Shire which shall be provided in its sole discretion and in which case its decision shall be final. 3. In the event of any Alterations being made by One Tree Community Services: <ol 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 	<p>In Progress. Follow up to occur in July when Shire will meet with One Tree</p>
28 Nov 17	262/17	<p><u>COUNCIL RESOLUTION: # 262/17</u></p> <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 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>In Progress Met with DOH in December.</p> <p>Shire planning and development consultant to have follow up meeting.</p> <p>CEO has had further discussions with Dept. on 16th May 2018 re housing stock. CEO to meet with DOH in late</p>

			June or during July.
28 Nov 17	263/17	<u>COUNCIL RESOLUTION: # 263/17</u> That Council <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. 	In Progress. Selling and marketing agent needs to be engaged.
28 Nov 17	264/17	<u>COUNCIL RESOLUTION: # 264/17</u> That Council <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. 	Completed
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. 	Report presented to Council in May 2018. Letter drafted to be sent to Minister in June 2018
19 December 2017 Ordinary Council Meeting			
19 Dec 2017	290/17	<u>AMMENDED RESOLUTION: # 290/17</u> That Council	Completed

		<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 	
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 that generates easily contained liquid waste may be carried out on site. 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 	In Progress – Shire Town Planning Consultant to provide update to July Council Meeting

		<p>10. The development must be supplied with a potable drinking water supply and sanitation facilities that meets Australian Standards.</p> <p>11. Noise sources on the development to comply with the Environmental Protection (Noise) Regulations 1997, particularly in relation to surrounding residential premises.</p> <p>12. Landscaping areas within the street setback to be planted and maintained with established trees and shrubs.</p>	
27 Feb 18	017/18	<p><u>COUNCIL RESOLUTION: # 017/18</u></p> <p>That Council:</p> <p>4. SUPPORT the finalisation of the closure of Tindals Road, Coolgardie pursuant to Section 58 of the <i>Land Administration Act 1997</i>, comprising the</p> <ul style="list-style-type: none"> a. Release of road reserve from the Southern Section of the intersection of Tindals Road and the Mine Bypass Road in accordance with Council Plan 12-056 Ladyloch Road Preliminary Plan. b. All costs associated with advertising and survey as part of the disposal to be borne by Focus Minerals Pty Ltd. c. That Council indemnifies the Minster 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>5. 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>	<p>In Progress – Letter sent to engage surveyor. Letter also sent to Department of Lands. Awaiting confirmation back.</p>
27 Feb 18	018/18	<p><u>COUNCIL RESOLUTION: # 018/18</u></p> <p>That Council:</p>	<p>In Progress – letter sent to advise of process and to</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. 	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 Highway, Widgiemooltha as shown on attached plans (ref MRWA Plan Ref 7796-C-600 & 7796-C-601). 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). 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: - <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 new intersection and realigned Benneringie Road to the Shire and Main Roads requirements. d. Binneringie Road maintenance costs, comprising financial contribution to the maintenance of the Binneringie Road 	<p>In Progress – Intersection drawings were 85% complete. Now being reviewed to reduce scope of design.</p> <p>Upgrade work completed on Binneringie Road. To be included in agreement for payment from Tawana.</p>

		<p>associated with the use of the road as a haul road for the mining activities.</p> <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>	
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. 	Completed
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>	Completed
27 Feb 18	028/18	<p><u>COUNCIL RESOLUTION: # 028/18</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 3. SUPPORT the realignment of Cave Hill Road, Widgiemooltha subject to the written support from the affected Mining Tenement lease holders. 4. 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 5. 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. 	<p>In Progress – Process for road dedication under way. Design for road 100% completed.</p> <p>Costing received. Letter received from Mincor on 8th May 2018.</p> <p>CEO to meet with Mincor on Monday 25th June to discuss progress.</p>

		<p>c. Construction costs for the realigned portion of the Road to the Shire and Main Roads requirements.</p> <p>d. Maintenance contribution costs associated with the use of the road as a haul road for the mining activities.</p> <p>6. 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>	
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. 	Completed
27 Feb 18	037/18	<p><u>COUNCIL RESOLUTION: # 037/18</u></p> <p>That Council:</p> <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. 	<p>In Progress – discussed with Council and CEO.</p> <p>To be presented to July Council Meeting</p>

		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	047/18	<u>COUNCIL RESOLUTION: #047/18</u> That Council, 1. Endorses the proposal from Avoca Mining Pty Ltd to utilise 18.5kms of Coolgardie Shire Road Network – 18.5 kms Binneringie Road for a haulage campaign from 04/04/2018 to 04/08/2018 comprising 70,000 tonnes. 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 ensure dust is suppressed and the road surface is maintained to the satisfaction of the Chief Executive Officer 3. Authorise the Chief Executive Officer to issue permits on the receipt of \$12,800 by the 3 rd April 2018 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. 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. 6. Request a road audit be undertaken by the Shire every month	Completed
27 March 18	048/18	<u>COUNCIL RESOLUTION: #048/18</u> 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.	Completed
27 March 18	056/18	<u>COUNCIL RESOLUTION: #056/18</u> That Council, 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.	In Progress Offer signed. Valuation being undertaken on Friday 20 th April 2018. Land tenure and leasing

		<p>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.</p> <p>4. AUTHORISES the CEO to sign the Offer to Lease agreement on behalf of the Shire of Coolgardie.</p>	<p>being followed up by Shire Town Planner.</p> <p>Shire in discussions and negotiations with proponent and State Government</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> <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 the <i>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 the <i>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>	<p>In Progress – Update to be provided at July Meeting</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>	<p>In Progress</p>

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>2. Delegate authority to the Chief Executive Officer to negotiate within 10% of the market valuation received for Lot 464, 110 Forrest Street Coolgardie</p>	In Progress – Report prepared for June Council Meeting to be considered by Council
Ordinary Council Meeting 24 April 2018			
24 April 18	066/18	<p><u>COUNCIL RESOLUTION: #066/18</u></p> <p>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:</p> <ol style="list-style-type: none"> 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 	In Progress

		<p>maintained in accordance with Main Roads requirements.</p> <ol style="list-style-type: none"> 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 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. 	
24 April 18	068/18	<p><u>COUNCIL RESOLUTION: #068/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. to write off rates debts totalling \$44,383.56 as presented in the spreadsheet attached as it has been deemed to be unrecoverable. 	In Progress – staff to journal rates – to be completed for June Financials

24 April 18	069/18	<u>COUNCIL RESOLUTION: #069/18</u> 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.	In Progress
24 April 18	072/18	<u>COUNCIL RESOLUTION: #072/18</u> That Council, <ol style="list-style-type: none"> 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 	In Progress – advertising of Election done – new timeline developed for election. Advertising completed for election date and place
24 April 18	073/18	<u>COUNCIL RESOLUTION: #073/18</u> That Council, <ol style="list-style-type: none"> 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 	Draft Community Plan to be presented to Council in June.
24 April 18	075/18	<u>COUNCIL RESOLUTION: #075/18</u> That Council, <ol style="list-style-type: none"> 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 	In Progress – Update report to be provided at July Briefing Session

		5. Authorise a transfer of \$385,000 from the Landfill Reserve for the construction of the Kambalda Waste Facility	
24 April 18	076/18	<p><u>COUNCIL RESOLUTION: #076/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 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. 	In Progress – To be executed at GVROC Meeting on Friday 29 th June
24 April 18	079/18	<p><u>COUNCIL RESOLUTION: #079/18</u></p> <p>That Council,</p> <p>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: -</p> <ul style="list-style-type: none"> • 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. <p>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: -</p> <ol style="list-style-type: none"> (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 <p>3. AUTHORISES the Chief Executive Officer to: -</p> <ol style="list-style-type: none"> 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. 	In Progress – Update to be provided at July Briefing Session

		4. REQUIRES a further report on the outcome of the investigations and discussions with the applicant prior to commencing Local Public Notice.	
Ordinary Council Meeting 22 May 2018			
22 May 2018	082/18	<u>COUNCIL RESOLUTION: #082/18</u> That the minutes of the Ordinary Meeting of Council of 24 April 2018 be confirmed as a true and accurate record.	Completed
22 May 2018	083/18	<u>COUNCIL RESOLUTION: #083/18</u> That Council note the various activity reports and delegated authority used for April 2018.	Completed
22 May 2018	084/18	<u>COUNCIL RESOLUTION: #084/18</u> That Council receive the Financial Activity Statement for the period ending 30 April 2018.	Completed
22 May 2018	085/18	<u>COUNCIL RESOLUTION: #085/18</u> That Council, receive listing (attached) of accounts paid during the month of April 2018 by the Chief Executive Officer under delegated authority of Council. <ol style="list-style-type: none"> 1. Municipal accounts totalling \$873,644.34 on Municipal vouchers EFT14824 – EFT14917, cheques 52038 - 52047, and direct payments made during the month of April 2018. 2. Trust payments totalling \$3,829 on cheques for the month of April 2018. 3. Credit Card payments totalling \$8,572.19 for the month of March 2018 and April 2018. 	Completed
22 May 2018		<u>COUNCIL RESOLUTION: #086/18</u> That Council receive the Executive Summary of the Governance Review Report April 2018	Completed
22 May 2018		<u>COUNCIL RESOLUTION: #087/18</u> Moved: Councillor, N Karafilis Seconded: Councillor, S Botting That Council, endorses the amendments to the Purchasing Delegation addition of Team Leader Recreation and Community Development.	Completed

22 May 2018		<p><u>COUNCIL RESOLUTION: #088/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. Award Mastec Australia the purchasing programme to supply and deliver 2400 x 240 litre bins to the residents of Coolgardie and Kambalda. Mastec Australia to ensure; <ol style="list-style-type: none"> a. All bins will have serial numbers to match addresses, b. All bins will be hot-stamped with the Shire logo, 2. Authorise a transfer of \$115,500 from the plant reserve for the purchase of 2400 x 240 litre bins 3. Authorise a budget amendment of \$115,500 to increase expenditure to job number C1050 – 240 Litre Bins 	Purchase Order raised for purchase of bins – 40% deposit required to be paid to secure order
22 May 2018	090/18	<p><u>COUNCIL RESOLUTION: #090/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. Endorse the imposition of differential rates for mining tenements and rural holdings in those areas in which Unimproved Property Values (UV) apply and; 2. Endorse the Rates Objectives and Reasons as tabled, and 3. Give Local Public Notice of the proposal to impose differential rates in the 2018/19 financial year for a minimum period of 21 days, and 4. Table any submissions received for Council consideration during the 2018/19 Annual Budget process. 	In Progress – differential rates advertised any submissions to be included in budget deliberations
22 May 2018	091/18	<p><u>COUNCIL RESOLUTION: #091/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. Receive the action report (attached) on the matters raised in the Management Report for the year ended 30 June 2017 and 2. Recommend that the action report be forwarded to the Minister in accordance with s 7.12A (4) of the Local Government Act 1995 	Completed
22 May 2018	092/18	<p><u>COUNCIL RESOLUTION: #092/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1) Endorse the Memorandum of Understanding Shire of Coolgardie Community Assistance 2) Authorise the Chief Executive Officer to sign the MOU 	In Progress

22 May 2018	093/18	<p>COUNCIL RESOLUTION: #093/18</p> <p>That Council,</p> <p>1. INITATES Amendment No 1 to Local Planning Scheme No 5 as follows</p> <p>a. Modifying the use class permissibility in the Rural Residential Zone as follows</p> <table><tr><td><i>Use Class</i></td><td><i>From</i></td><td><i>To</i></td></tr><tr><td>Workers Accommodation</td><td>X</td><td>D</td></tr><tr><td>Aged Person</td><td>X</td><td>D</td></tr><tr><td>Motel</td><td>X</td><td>D</td></tr><tr><td>Industry Cottage</td><td>X</td><td>D</td></tr><tr><td>Restaurant / Café</td><td>X</td><td>D</td></tr></table> <p>b. Insert additional development provisions under clause 32 of the Scheme comprising the follows:</p> <p>i. All workforce accommodation, whether designed as permanent or temporary structures, shall be regarded as residential development and is subject to the requirements of the R-Codes.</p> <p>ii. Except in the Residential zone, the requirements of the R-Codes may be varied for workforce accommodation by the local government provided adequate justification for the variation is submitted by the proponents of the accommodation and the local government considers the variation appropriate.</p> <p>iii. Development applications for workforce accommodation within areas outside the Workforce Accommodation zone, shall be accompanied by information and plans indicating, to the local government's satisfaction, how the development and use contributes to the amenity of the townsite.</p> <p>iv. Development applications for temporary structures to provide workforce accommodation shall be accompanied to the local government's satisfaction by information and plans indicating how and when the development will be removed and the site rehabilitated.</p>	<i>Use Class</i>	<i>From</i>	<i>To</i>	Workers Accommodation	X	D	Aged Person	X	D	Motel	X	D	Industry Cottage	X	D	Restaurant / Café	X	D	<p>In Progress – Advertising commenced</p>
<i>Use Class</i>	<i>From</i>	<i>To</i>																			
Workers Accommodation	X	D																			
Aged Person	X	D																			
Motel	X	D																			
Industry Cottage	X	D																			
Restaurant / Café	X	D																			

		<p>2. CONSIDERS Amendment No1 to Local Planning Scheme No 5 to be 'standard' under the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>3. PREPARES the scheme amendment documentation.</p> <p>4. AUTHORISES the public advertising of the proposal upon Notice of Assessment being received.</p>	
22 May 2018	094/18	<p><u>COUNCIL RESOLUTION: #094/18</u></p> <p>That Council,</p> <ol style="list-style-type: none"> 1. Resolve to write off the amount of \$1393.92 to the Kambalda Football Club Inc. for the lighting charges for the Junior football team 2. Agree to waive lighting charges and fees for all junior sporting teams. 	In Progress

Rates Batch Transaction listing (Delegated Authority)

Nil

Technical Services

Document Number	Action Status Date	Description	Name	Description
ICS24886	23/05/2018	WRF#3243 - remove pigeon droppings off building wall, seat & footpath (*address given) & under Railway Lodge to GETS office.	Paul Janssan	Completed
ICS24767	14/05/2018	Bayley St resident - Complaint #1) missing light guard on street light therefore direct light shining into house. 2) Exeloo toilet: wants signage advising toilet shuts after 7pm 3) Refrigerated trucks leaving their engines running all night (2 x monthly)	Melissa Nowlan	Completed
ITS25096	13/06/2018	WRF#3244 request received from Coolgardie resident to provide star pickets & taping around hazard (raised kerbing) between (*address given) Lindsay St, Coolgardie	Paul Janssan	Completed

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 May 2018.

COUNCIL RESOLUTION: #096/18

Moved: Councillor, T Rathbone

Seconded: Councillor, S Botting

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

CARRIED ABSOLUTE MAJORITY 4/0

11.1.2 Tender 04/18 Financial Management Services

Location:	Kambalda
Applicant:	Shire of Coolgardie
File Reference:	NAM6066
Disclosure of Interest:	The author has no interest in this matter
Date:	7 June 2018
Author:	Manager Administration Services, Bec Horan

Summary:

The purpose of this report is to recommend to Council to accept the preferred tender in response to Request for Tender RFT 04/18 - Financial Management Services.

Background:

The Shire of Coolgardie called for Tender 04/18 - Financial Management Services. The tender closed at 4.00pm on Tuesday 22nd May 2018. Three (3) tenders were received at the Kambalda Administration Office and were opened by Manager Administration Services, Rebecca Horan, Manager Recreation and Community Development, Laura Dwyer and Executive Assistant, Elly McKay.

Comment:

The following weighting criteria were used to assess the tenders:

Criteria	Weighting
Relevant rural local Government Experience in the Goldfields Esperance region	45%
Proposed resources	10%
Price	45%

Tender Criteria Assessment Matrix – Tender 04/18

	Tenderer B	
Criteria	Score (av)	Notes (justification for rating)
Relevant Rural Local Government Experience in the Goldfields Esperance Region (45%)	5	Experience in the region is outstanding
Proposed Resources (10%)	4	Excellent
Price (45%)	5	Outstanding

Tender B is the recommended contractor to provide Financial Management Services for the following reasons: -

- The scores for each of the weighting criteria for relevant Local Government Experience in the Goldfields Esperance Region, Proposed resources and price were excellent or outstanding.
- The score of 98% based on the weighting criteria demonstrates Tender B is considered the best value for money and has the most experience in the region, including the Shire of Coolgardie.

Attachments:

Nil

Consultation:

Chief Executive Officer, James Trail
Senior Finance Officer, Jade Tarasinski

Statutory Environment:

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

Policy Implications:

NIL

Financial Implications:

The cost for the supply of any of these services will be included in the 2018/2019 budget.

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 MajorityAbsolute Majority

Officer Recommendation:

That Council award Tender 04/2018 Financial Management Services to Tenderer B.

COUNCIL RESOLUTION: #097/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council;

- **Authorise the Chief Executive Officer to award Tender 04/2018 Financial Management Services to Tender (B) LG Corporate Solutions for \$60,280.00 inc GST and an hourly rate of \$132 inc GST**
- **Authorise a contract to LG Corporate Solutions, for Financial Management Services.**
- **Authorise the Shire President and the Chief Executive Officer to sign and affix the common seal in accordance with part 19.1 (2) of the standing orders local law to any required documents.**

CARRIED ABSOLUTE MAJORITY 4/0

11.1.3 Funding Assistance - Kambalda Primary School

Location:	Kambalda Primary School
Applicant:	Kambalda Primary School
File Reference:	NAM
Disclosure of Interest:	Nil
Date:	15 June 2018
Author:	Executive Assistant, Elly McKay

Summary:

The Kambalda Primary school are seeking funding assistance to enable them to install a small hot water system.

Background:

This enables the school to wash dishes and wipe down benches as it is essential in preparation and food hygiene.

Comment:

The Kambalda Primary school have submitted a written request for funding assistance of the installation of a hot water system for a total of \$3554.00.

Attachments:

1. Kambalda Primary School Funding Letter [11.1.3.1]

Consultation:

CEO – James Trail
Kambalda Primary School

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Budget allocation for donation of funds provides sufficient funding in 2017/2018 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

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, approve the funding assistance to the Kambalda Primary school for the installation of hot water system for a total cost of \$3554.00.

COUNCIL RESOLUTION: #098/18

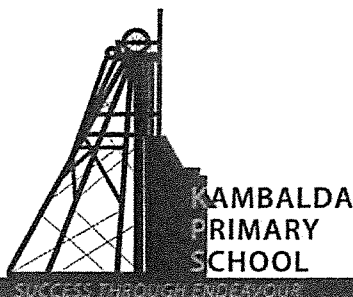
Moved: Councillor, B Logan

Seconded: Councillor, T Rathbone

That Council, approve the funding assistance of \$2000.00 to the Kambalda Primary school for the installation of hot water system.

CARRIED ABSOLUTE MAJORITY 4/0

Reason - inline with the community assistance fund we can accept up-to \$2000.00 and will be inline with other applications.



Kambalda Primary School – Grant Request

24 May 2018

Mr James Trail
CEO
Shire of Coolgardie
Irish Mulga Drive
Kambalda WA 6442

Dear Mr Trail,

Kambalda Primary School would like to request funding assistance to enable us to install a small hot water system in the Art/Science room. This room is also used by the P & C to prepare meal deals and run a Breakfast Club program for students throughout the year.

As you can appreciate warm water to wash dishes and wipe down benches is essential in preparation of food and hygiene within the school environment. At present the staff are required to transport hot water in a container on a trolley to the room which is timely and not an ideal way to be transporting hot water especially when students are present.

With this in mind Kambalda Primary School would like to request funds to install a hot water system. We have received quotes from local businesses in regard to electrical requirements and the purchase of the hot water system & installation.

The amount of funds Kambalda Primary School is seeking is \$3554.00.

Thank you for your time and consideration of our request. If you wish to discuss this further, please do not hesitate to contact us at Kambalda Primary School.

We look forward to your response.

Kind Regards

Toni Colling
Principal

Carol Carr
Manager Corporate Services

C. H Carr

Kambalda Primary School
Larkin St Kambalda WA 6442
Ph: 90271042
Email: Carol.Carr@education.wa.edu.au

SHIRE OF COOLGARDIE	
RECORD No.....	
OFFICER	
24 MAY 2018	
FILE No.....	
ACTION DATE.....	

11.1.4 RAV Long Term Campaign Conditions of Use Policy 34

Location:	Shire of Coolgardie
Applicant:	N/A
File Reference:	NAM6067
Disclosure of Interest:	N/A
Date:	20 June 2018
Author:	Chief Executive Officer, James Trail

Summary:

For Council to adopt Policy 034 Haulage Campaign Conditions of Use and Policy 035 RAV Permit Conditions for use on Shire Roads as amended

Background:

Policy 034 and 035 have been in place for some time. Following discussions with industry and WALGA it has been determined that both policies need to be reviewed again to ensure greater clarity and consistency with legislation

Comment:

In discussion with MRWA and WALGA Policy 034 and 035 have been reviewed. Policy 035 now deals purely with conditions relating to RAV Permits, Policy 034 deals with requirements for haulage campaigns in the Shire.

Attachments:

1. 035 RAV Permit Conditions for use of Shire Roads [11.1.4.1]
2. 034 Haulage Campaign Conditions of Use [11.1.4.2]

Consultation:

WALGA
MRWA

Statutory Environment:

N/A

Policy Implications:

034 – Haulage Campaign Conditions of Use
035 – RAV Permits Conditions of use on Shire Roads

Financial Implications:

N/A

Strategic Implications:

Solutions focussed and customer oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council;

1. Adopt policy 034 Haulage Campaign Conditions of Use as amended
2. Adopt policy 035 RAV Permits Conditions of use on Shire Roads as amended.

COUNCIL RESOLUTION: #099/18

Moved: Councillor, S Botting

Seconded: Councillor, T Rathbone

That Council lay item on the table until the July 2018 Ordinary Council Meeting.

CARRIED ABSOLUTE MAJORITY 4/0

Title of Policy: RAV Permit Conditions for use on Shire Roads

Policy Number: 035

Policy Objective:

To ensure safe road use by RAV permit holders within the Shire of Coolgardie.

Policy Scope:

This policy applies to RAV users within the Shire of Coolgardie.

Policy Statement:

Introduction / background

The following conditions (but not limited to) are to be recommended to Main Roads WA to be imposed as applicable to all RAV Permit applications:

Definitions:

- a) The term "Applicant" shall mean the Owner/Operator of the vehicle to which the application refers.
- b) The term "Truck" shall mean a RAV Permit vehicle (over 42.5 tonne gross mass or over 19m in length); and
- c) The term "RAV Permit Plan" (RAVPP) refers to those roads approved for Heavy Haulage by Council and for which application can be referred to MRWA with standard conditions by the Chief Executive Officer.

1. School Bus Conditions

- 1.1 Operating times may be other than within 15 minutes of scheduled school bus times where the applicant has determined, for affected roads, the accurate times and achieved agreement to the arrangement from school bus coordinator.

2. General Conditions

- 2.1 Compliance with the "*Shire of Coolgardie – Heavy Vehicle Permit Conditions*" as quoted on the permit at all times. Non-compliance may result in Council, at its discretion, requesting MRWA to withdraw the RAV Permit. Non compliance may result in discretion of RAV permit.
- 2.2 Approval has only been given for the roads shown on *Council's RAV Permit Plan (RAVPP) as amended from time to time and within the powers delegated to the CEO*. Roads not shown on the RAVPP require Council approval.
- 2.3 The applicant shall observe, at all times, all provisions contained in the Road Traffic Act and regulations, the Local Government Act 1994 and all Local Laws.

- 2.4 Approval is granted for cartage during sunrise to sunset hours 7:00am – 6:00pm, whichever is shorter. Mondays to Fridays and excluding weekends and public holidays in residential areas. In non residential approval is granted during cartage 7 days a week.
- 2.5 Trucks are restricted to a maximum speed of 80kph on local roads at all times unless a lesser speed limit is posted on the road or recommended to MRWA for reasons of safety.
- 2.6 Unless for direct property access on an occasional or intermittent basis, RAV Permits may be recommended to Main Roads WA on 3.6m/4.0m seal with roads not listed on the RAVPP due to safety risks and potential for road edge damage.
- 2.7 Entries to properties being serviced the Applicant must be constructed for sight distance and width standards to Council's satisfaction for safety, to prevent road base or earth spill onto sealed surfaces and damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not closed or repaired to the satisfaction of the CEO.
- 2.8 Some roads are subject to regular cattle crossings. The Applicant is to identify the location of these and the normal crossing times and exercise appropriate caution.
- 2.9 Where more than four return trips per day occur on local roads, the Applicant is required to provide symbolic 'truck entering' warning signs (W5-22), except where these signs already exist. The signs shall be located either side of the entry/exit of the properties.

3. Weather and Road Conditions

- 3.1 All Permits will be suspended where the road surface has deteriorated and is determined by the CEO to be unsafe for heavy haulage or any form of transport or that continuing use will cause a safety risk and/or significant damage to occur. MRWA is to administer a Council request of this nature and issue suspension notices to permit holders.
- 3.2 To minimise the potential for road damage safety hazards the CEO may request MRWA to suspend RAV permits on Shire roads, where more than **20mm** of rain has fallen in any 24 hours or lesser period. Such notice shall remain in effect until a re-commencement advice is issued by Council to MRWA who will issue to permit holder to recommence transport.

4. Regulations

- 4.1 The applicant shall, at its own cost, produce a weighbridge docket at any time upon request of a Department of Transport Officer, main Roads WA Officer or Police Officer who may accompany the unit to the nearest facility.
- 4.2 All weights and measures conditions as determined by the Main Roads WA Permit must be adhered to.
- 4.3 No bridges with posted load limits are to be crossed by RAV unless by prior arrangement of the Main Roads Bridge Section and so stated on the permit.
- 4.4 Approval may be withdrawn at the absolute discretion of Council at any time by notice to MRWA in cases of non-compliance by the permit holder.
- 4.5 A RAVPP depicting roads suitable for use by RAVs shall be maintained by the CEO who shall carry out a complete review of Council's RAVPP for heavy haulage routes on an annual basis.

Policy Administration	
Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	08 June 2017

Title of Policy: Haulage Campaign Conditions of Use

Policy Number: 034

Policy Objective:

To ensure safe use on Shire roads by long term haulage campaign users.

Policy Scope:

This policy applies to haulage campaigns within the Shire Coolgardie.

Policy Statement:

The following conditions (but not limited to) are to be used to assess the suitability of Shire roads for haulage campaigns, and offer standards of construction that can be applied by the principal for consideration by Council.

HEAVY VEHICLE PERMIT CONDITIONS

The following conditions (but not limited to) are to be recommended to Main Roads WA to be imposed as applicable to all RAV Permit applications:

Definitions:

This document should be read in conjunction with Shire of Coolgardie Policy 034 Heavy Vehicle Permit Conditions.

- a) The term “RAV” shall mean a Restricted Access Vehicle that requires accreditation through the Western Australian Heavy Vehicle Accreditation Registration process at Main Roads Department Western Australia, Heavy Vehicle Operations.
- b) The term “MRD” shall mean Main Roads Department, Western Australia.
- c) The term “HVO” shall mean Heavy Vehicle Operations, branch of MRD that makes assessment and prosecution of RAV on State and Shire road networks.
- d) Austroads and Australian Road Research Board (ARRB) guidelines, will be used as the principle guidance documents for construction standards, in conjunction with the RAV network Category listing for construction specification. Other documentation listed in the **GUIDELINES** of this document will be used to assess suitability of existing or design route. Other relevant standards endorsed by the Institute of Engineers, or a relevant professional reputable body may be considered to the satisfaction of the Shire of Coolgardie.

1. Purpose

The document has been created to inform long term haulage campaign users of the conditions of the use of Shire of Coolgardie Road networks. This document will allow conditional use of roads, and progressive upgrade by the user to provide safe and appropriate roads, and maintain Shire asset without undue impact on preservation of the Shire road network in its entirety.

2. Heavy Vehicle Cost Recovery Contribution

In consideration of the use of Shire Roads, the Shire will request either:

- \$0.04 (04 cents) as a capital contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks
- \$0.09 (09 cents) as a maintenance Contribution per tonne per kilometre travelled on Shire of Coolgardie Road Networks.

The cost recovery unit shall apply to all vehicle movements over the full term of the carting campaign as listed on the application, and be issued and reviewed annually.

Alternatively, the principle of the campaign may wish to enter into an alternate agreement with the Shire, providing satisfaction of Austroad construction guidelines and appropriate consideration by the Council.

Contribution will be allocated to the area of use only, unless otherwise agreed by both parties, and spent on the route in an area decided by Council or its designated officer as being appropriate.

Capital contribution to the road will be used where a capital upgrade is required. If the roadway becomes damaged by the principle under any conditions of use, contributions will be used to repair fair damage. Once contributions are exhausted, if the road becomes further damaged the Shire reserves the right to close the road as per the *Local Government Act 1995*, until the road is repaired by the person or body who caused that damage, or further contribution is made to repair damage not provided under the annual or other agreement.

3. APPLICATION PROCESS

- 3.1 Where a cartage campaign exceeds 25,000 tonnes or 100 return trips in any annual period, or more than six return trips in any week or part thereof; the principal needs to apply to the Shire of Coolgardie for use of the Shire of Coolgardie road network. The CEO has authority to deal with campaigns that do not exceed 25,000 tonnes or 100 return trips in any annual period.
- 3.2 The Principal is to provide
 - a digital plan, in a format compatible with Shire of Coolgardie computer systems, of their proposed route.

- Total annual tonnage, as reported to the Department of Mines and Petroleum, or figures supplied as audit for taxation figures.
- The number plate numbers of each prime mover in use, and a letter head with date of expiry will be issued to each vehicle that forms part of the agreement.

4. REQUIREMENTS

- 4.1. Based on the Shires road construction cost an average cost (*as per point 2 Heavy Vehicle Cost Recovery Contribution*) will be applied per tonne per kilometre travelled on Shire of Coolgardie road network for capital construction or maintenance.
- 4.2. The Shire will not undertake watering of haulage routes, and watering will remain the responsibility of the principal, other than required as part of construction
- 4.3. Dependant on the complexity of the project, the Shire may request that all survey and design works are to be supplied as part of the project, or negotiate the cost of the works as part of an agreement, to be fully recovered from the principal.
- 4.4. On formation of a suitable agreement because of negotiations with the CEO, the agreement will be put to Council. Council reserves the right to agree or disagree for use of the road network.
- 4.5. If Council recommend agreement, the principal will be notified, and a copy of the formal recommendation will be supplied. If the principle in any way breaches the agreement, the CEO has the right to terminate the agreement and the approval with no recourse or penalty to the Shire of Coolgardie.
- 4.6. If as part of agreement negotiations, it is considered that the principal shall progress any maintenance works, the responsible party will ensure adherence to all normal conditions of work on a road reserve, ensuring insurances, certificates of currency, induction to works on a road reserve, and provide and implement a traffic management plan to the area of works. The traffic management plan to be created by an appropriately qualified and accredited person.

5. LEGAL HEAD OF POWER

- Local Government Act 1995, Subdivision 5 – Certain provisions about thoroughfares
- Road Traffic Act 1974, Part VI, Miscellaneous, 5.84 Liability for damage to roads etc.
- National Transport Commission (Road Transport Legislation – Restricted Access Vehicle Regulations) Regulations 2006.

6. CONTRIBUTION AMOUNT AS OF REVIEW DATE OF THIS GUIDELINE

Contributions will be considered for Capital upgrade of the road in use, and maintenance of the road in use, and applied in a way that matches ESA deterioration of that road based on Council cost and state of the road following a detailed driven audit of the road.

As of review of the document, initial proposals for contributions will be

Capital upgrade \$0.04 per tonne per km travelled per annum

Maintenance upgrade \$0.03 per tonne per km travelled per annum

These contributions are to be spent on the route at council's discretion, and do not include intersection construction. Council may make application for grant funds

7. GUIDELINES

Guidelines in use are listed, but not limited to those below. Relevant Australian Standards are applicable, and relevant documentation supported by the Institute of Engineers may be considered at the endorsement of Council's Officers.

- AUSTROADS Vehicle Classification System
- RAV – Prime Mover, Trailer Combinations
- MRD SPECIFICATION 501, Pavements
- MRD – RESTRICTED ACCESS VEHICLES, PERMIT NETWORKS, HEAVY VEHICLE ACCESS ROAD MAPS
- MRD, Heavy Vehicle Operations, GUIDELINES FOR ASSESSING THE SUITABILITY OF ROUTES FOR RESTRICTED ACCESS VEHICLES
- APPLICATION KIT AND GUIDELINES FOR ORGANISATIONS SEEKING TO UNDERTAKE WORKS WITHIN ROAD RESERVE: LOW COMPLEXITY WORKS
- Austroads Geometric Design Series Parts 1 – 13
- Suitability of Base thickness to be based on the Austroads Guide to Road Design Part 7: Geotechnical Investigation and design
- REVIEW OF HEAVY VEHICLES AXLE LOAD DATA, Information paper, July 2005. National Transport Commission.

For drainage catchment, and structural design, the following texts are applicable,

- AS 3725 Loads on buried Concrete pipes
- AS 4058 Precast Concrete Pipes
- Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987

- AUSTRROADS – Bridge Design Code.
- AUSTRROADS – Waterway Design, A Guide to the Hydraulic Design of Bridges, Culverts and Floodway's 1994
- Concrete Pipe Association of Australia
 - Concrete Pipe Guide, charts for the selection of concrete pipes to suit varying conditions.
 - Hydraulics of precast concrete conduits

John Argue – Australian Road Research Board Special Report 34 Stormwater drainage design in small urban catchments: a handbook for Australian practice

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	NA
Date Adopted:	22 October 2013
Reviews / Amendments:	16 May 2017
	27 June 2018

11.1.5 WALGA 2018 Annual General Meeting Voting Delegates

Location:	Nil
Applicant:	Nil
File Reference:	NAM6068
Disclosure of Interest:	Nil
Date:	18 June 2018
Author:	Executive Assistant, Elly McKay

Summary:

This report recommends that Council nominate two representatives as the Voting Delegates on behalf of the Shire of Coolgardie for the WALGA 2018 Annual General Meeting for the WA Local Government Association, which is being held at the Local Government Convention on Wednesday 1 August 2018.

Background:

Local Government Week is held every year with this year's being held from August 1 - 5, 2018 at the Perth Convention and Exhibition Centre.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association which may be either elected members or serving officers.

Comment:

Depending on who will be available to attend Local Government Week will determine who will be the Shire of Coolgardie's voting delegates.

Generally, Councillors are the voting delegates, however if there are not enough Members available, the Council can nominate its Chief Executive Officer.

Attachments:

1. LG C 18- Registration- Brochure- FINAL [11.1.5.1]

Consultation:

Shire of Coolgardie Councillors
CEO – James Trail

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

There are no financial implications regarding the nomination of Council's Delegates.

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, nominate Cr: _____ and Cr: _____ as the Voting Delegates on behalf of the Shire of Coolgardie for the WALGA 2018 Annual General Meeting for the WA Local Government Association, which is being held at the Local Government Convention on Wednesday 1 August 2018.

COUNCIL RESOLUTION: #100/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council, nominate Cr: M Cullen and Cr: S Botting as the Voting Delegates on behalf of the Shire of Coolgardie for the WALGA 2018 Annual General Meeting for the WA Local Government Association, which is being held at the Local Government Convention on Wednesday 1 August 2018.

CARRIED ABSOLUTE MAJORITY 4/0

READY & RELEVANT

INFORMATION AND REGISTRATION

PRESENTED BY



FOUNDING
CORPORATE PARTNER



Shire of Coolgardie Ordinary Council Meeting 27 June 2018



**2018 WA Local
Government
Convention**

Perth Convention and
Exhibition Centre

1 - 3 August 2018

Event partners



Founding Corporate Partner

LGIS is proud to partner with WALGA at the WA Local Government Convention. We understand the importance of this major annual event and the exceptional opportunities it delivers for the WA Local Government sector.

LGIS is focused on the long term protection of Western Australian Local Government through a member-owned industry based self-insurance scheme. A comprehensive risk management support program is provided as a complimentary benefit of LGIS membership in the areas of professional risks, liability risks, property risks, occupational safety and health, human resource risks, and allied health services.

The local LGIS team look forward to meeting Local Government representatives at the conference to talk about how we might be able to support the Sector in delivering services and protecting communities, with a range of protection solutions that go beyond just insurance.

Supporting Sponsors



Department of
Local Government, Sport
and Cultural Industries



CIVIC LEGAL

Principal Sponsor

Civic Legal is pleased to be the principal sponsor of the WA Local Government Convention again this year. We always look forward to catching up with you to hear your stories and the issues you are currently facing.

Civic Legal has its roots in Local Government. Our lawyers are passionate about the sector and working out the best solutions to legal issues peculiar to Local Government – using Clear Legal English! Come and drop by our booth and chat with our team. They can help you with planning, governance or complex contracts. They can also discuss your litigation or prosecution needs.

Thank you again to WALGA for organising an exciting Convention – we trust you will find it as enjoyable and educational as we will.

Best regards

Anthony Quahe
Managing Principal

Coffee Cart Sponsor



Recharge Bar Sponsor



An invitation



It is again my pleasure to invite all Elected Members, CEOs and Senior Managers to attend the 2018 WA Local Government Convention, scheduled for Wednesday, 1 – Friday, 3 August at the Perth Convention & Exhibition Centre (PCEC).

Themed Ready & Relevant, the program encourages delegates to reflect on where we are as a sector, and plan for the challenges ahead. An energising line up awaits us, including plenary speakers Anh Do, Dr Geoff Raby, Mark McCrindle, Billie Jordan, and we will welcome back Paul Huschilt and his World Famous Conference Ending Summary. The concurrent sessions will discuss contemporary and sometimes controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and to share ideas in a welcoming and professional forum.

The event gets underway with WALGA's AGM, followed by two days of plenary and concurrent sessions. Following their popularity in 2017, we are again offering a number of field trips alongside our concurrent sessions. A key change to this years' program is the Gala Dinner moving from the Friday night to the Thursday night and I encourage you to join us for a night of good fun.

A significant contingent of industry suppliers will make up the trade exhibition to show off their latest offerings to the Local Government sector. I encourage you to take this once a year opportunity to meet with these valuable suppliers and be updated on what is currently available.

I would like to express appreciation for the valuable support provided by the Convention Founding Partner LGIS, Principal Sponsor Civic Legal and our Supporting Sponsors, Synergy and the Department of Local Government, Sport and Cultural Industries.

The 2018 WA Local Government Convention is an excellent opportunity to learn, meet with friends and have some fun.

I look forward to seeing you in August.

Cr Lynne Craigie
President

About the event

Who should attend?

The WA Local Government Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

Optional breakfasts

Wednesday, 1 August

Council Controlled Organisations – How Local Government Can Meet Market Failures (\$50pp).

Online registrations via the WALGA website – www.walga.asn.au/events

Thursday, 2 August

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$55pp).

PHAIWA Children's Health and Wellbeing Awards – please contact PHAIWA directly to register.

Friday, 3 August

Convention Breakfast with Brad Hogg (\$88pp).

Social activities

Social networking functions include the Opening Welcome Reception on Wednesday evening and the Gala Dinner on Thursday evening. The Partner Program offers an interesting range of options for accompanying guests, including a full day tour of the Ferguson Valley.

Elected Member training

To facilitate progress with the Elected Member Development Program, a number of modules are again being offered prior to the Convention, as well as after the Convention. Full details are enclosed in a separate flyer – enquiries to training@walga.asn.au.



Banners in the Terrace

2017 Overall Winner –
Shire of Shark Bay

Take some time to view the outstanding display of this year's creative entries in the Banners in the Terrace competition – flying high along St Georges and Adelaide Terraces between Sunday, 22 July and Saturday 4, August.

Keynote speakers



Anh Do

Anh Do arrived in Australia aged two, on a small fishing boat heaving with 47 other Vietnamese refugees, dehydrated and starving, terrified by pirate attacks, and grieving, having lost one young man at sea.

Many of you will be familiar with his story, having read his award-winning autobiography, *The Happiest Refugee*.

Despite a challenging start, by the time he was 30 years old, Anh Do held a Bachelor of Business and a Bachelor of Laws, and was voted Australian Comedian of the Year.

His lived experience is truly a story of resilience, grit and optimism - from language difficulties to an absent father, from being broke to being bullied, from starting life as a refugee to becoming one of Australia's best-loved personalities.



Dr Geoff Raby

Chairman and CEO of Geoff Raby & Associates (Beijing); Former Australian Ambassador to China

Dr Geoff Raby was Australia's Ambassador to China from 2007 to 2011. Following completion of his ambassadorial term and after 27 years in the public service, mostly with the Department of Foreign Affairs and Trade (DFAT), Geoff resigned to establish his Beijing-based business advisory company – Geoff Raby & Associates Ltd.

In China, Geoff serves as Co-Chair of Corrs Chambers Westgarth's China practice and as Vice Chairman of Macquarie Group (Greater China).

Geoff is a member of the non-for-profit Advance Global Advisory Board and a member of the University of Sydney's China Studies Centre Advisory Board. He is currently Vice Chancellor's Professorial Fellow at Monash University.

Geoff was a Deputy Secretary in DFAT from 2002 to 2006, holding a number of senior positions including First Assistant Secretary, International Organisations and Legal Division (2001-2002); Ambassador and Permanent Representative to the World Trade Organisation, Geneva (1998-2001); First Assistant Secretary, Trade Negotiations Division (1995-1998); and APEC Ambassador from November 2002 to December 2004. He was head of the Trade Policy Issues Division in the OECD, Paris, from 1993 to 1995.



Mark McCrindle

Research Based Futurist

Mark is an award-winning social researcher, best-selling author, TedX speaker and influential thought leader. He is regularly commissioned to deliver strategy and advice to the boards and executive committees of leading organisations in Australia and overseas.

Mark's understanding of the key social trends as well as his engaging communication style places him in high demand in the press, on radio and on television shows, such as Sunrise, Today, The Morning Show, ABC News 24 and A Current Affair.

His research firm counts amongst its clients more than 100 of Australia's largest companies and his highly valued reports and infographics have developed his regard as a data scientist, demographer, futurist and social commentator.



Billie Jordan

Founder of the Hip Op-eration Crew

After surviving an abusive childhood and repeated trauma in the Christchurch Earthquake, Billie Jordan used these experiences as a catalyst for improving the lives of people in her community. She established The Hip Op-eration Crew; a hip hop dance group consisting of members aged 73 to 98 years old.

Billie was the New Zealand Woman of the Year in 2016/2017, a recipient of a Queens Honour (MNZM) in 2016 and received the New Zealander of the Year award in the Local Hero category in 2015. Billie will share her inspiring story of how she changed the lives of her elderly neighbours and how they changed hers.



Paul Huschilt

At this year's WA Local Government Convention we're welcoming back our favourite Canadian speaker. Paul Huschilt is returning to help close our conference in his unique way. If you haven't seen him before, he'll be presenting a summary of everything you've seen and heard over the two days. But it's not your average recap of facts.

Paul's World Famous Conference Ending Summary is created throughout the Convention. He gathers and writes his notes as the program unfolds. He then weaves it together into a one-of-a-kind comic summary. With his quick wit and inventive style, all of the key learnings, messages, and events are played out as an insightful and hilarious outsider's take on what we experienced at the conference.

Paul believes strongly that laughter helps people remember. His mission is to send you home thinking about everything that happened at the Convention so that you're not just Ready and Relevant, you're also laughing. A lot.

Panel Session

Mark Latham

Mark Latham was the Member for Werriwa (1994-2005), a Labor shadow minister (1996-98 and 2001-2003) and Leader of the Opposition (2003-2005). Since leaving parliament, he has been a columnist for various newspapers, including the Australian Financial Review (2007-2015) and Sydney's Daily Telegraph (2016 -2018).

Mr. Latham is prominent in the Australian media as a commentator for Radio 2GB/4BC, 2SM Network and Seven Sunrise and is the author of 11 books, including *Civilising Global Capital* (1998), *The Latham Diaries* (2005) and *Outsiders* (2017).

In March 2017 he established an online platform, *Mark Latham's Outsiders* and ran a high-profile Save Australia Day Campaign in January 2018.

In 2017, after being banned by Rainbow Labor from speaking at ALP events in Western Sydney, Mark Latham joined the Liberal Democrats, the party of freedom.



Jacqui Lambie

Jacqui Lambie was born in Tasmania, and was raised in a public housing estate in Devonport. She served 10 years in the Australian Army before injury forced her out of uniform. Jacqui was elected as a Senator for Tasmania at the 2013 federal election representing the Palmer United Party. Her term began in July 2014 and in November 2014, she resigned from the Palmer United Party to sit in the Senate as an independent. In May 2015, she formed the Jacqui Lambie Network political party, established with herself as its leader. She was re-elected to the Senate in 2016. On 14th November 2017 she resigned from the Senate after it was confirmed she was a dual national by descent. She is the mother of two boys and her memoir *A Rebel with a Cause* was published in March 2018 by Allen and Unwin.



Liam Bartlett

Award winning broadcaster/journalist and 60 Minutes reporter/presenter

A Bachelor of Economics from the University of WA and a Churchill Fellow, Liam has spent 30 years working in the media across the three major forms of news delivery... television, print and radio.

His previous roles have included hosting the WA edition of 7.30 Report for ABC TV, news anchor for Channel Nine Perth, host of ABC 720's flagship statewide morning current affairs program, host of Radio 6PR's morning program, a long time columnist for the Sunday Times and for years he has lived life mostly out of a suitcase for the Nine Network's prestigious public affairs program '60 Minutes'.





Convention Breakfast – Brad Hogg

Born in Narrogin, Brad grew up on a farm near Williams and is a former pupil of Aquinas College. He made his first class cricket and domestic limited overs debut for Western Australian in February 1994. He was primarily a left arm wrist spinner (chinaman) bowler and a capable lower order left-hand batsman and excellent fielder.

Brad made his mark in the Australian One Day team replacing Shane Warne in 2003. He also represented Australia touring Sri Lanka and India in 1996, and then spent seven years in the wilderness, before returning to the team in 2003. No other Australian player has waited so long between matches.

At age 40 he made a comeback to cricket in 2011 when he was asked to join Perth's new Big Bash team, Perth Scorchers. He instantly became something of a cult hero at the WACA with crowds chanting 'Hoggie, Hoggie' every time he touched the ball. His stunning performances caught the attention of Australian cricket officials and he was selected to play for Australia in the 2012 Twenty 20 squad. Rarely has a player retired from playing cricket, been out of the game for three years, and then regained a place in the Australian team.

At 45+ plus years of age Brad shows no sign of slowing down and has a mantra to play to 50 years of age at the highest level he possibly can. In a motivating, inspiring and entertaining presentation Brad takes you on a journey of his highs and lows, the people who inspired him along the way, what the baggy green means to him and Australia, how he deals with nerves, change room pranks and anecdotal tour stories.

The program

Tuesday, 31 July (Pre-Convention)

- 3.30pm – 5.30pm Mayors and Presidents' Forum (separate registration – by invitation only)
- 5.30pm – 7.00pm Mayors and Presidents' Reception (separate registration – by invitation only)

Wednesday, 1 August (Pre-Convention)

- 7.00am – 9.00am Council Controlled Organisations – How Local Government Can Meet Market Failures
To register for this breakfast please visit www.walga.asn.au/events
- 9.00am – 12.15pm State & Local Government Forum (separate registration)
Followed by Lunch
- 10.00am Delegate Service Desk open for Convention Registration (PCEC Level 2)
- 12.00pm – 1.15pm Luncheon for 2018 WALGA Honours Recipients (by invitation only)
- 1.30pm – 5.00pm WALGA Annual General Meeting (includes presentation of Honours Awards)
- 5.00pm – 6.30pm Convention Opening Welcome Reception
A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

Thursday, 2 August

- 7.00am Delegate Service Desk open for Registration (PCEC Level 2)
- 7.00am – 8.30am ALGWA (WA) AGM and Breakfast.
Register online via Delegate Registration. Other enquiries to Heather Henderson – M: 0457 733 469 or E: hhenderson195@hotmail.com
- 7.00am – 8.45am PHAIWA Children's Health and Wellbeing Awards and Breakfast.
To register for this breakfast please visit www.phaiwa.org.au
- 9.00am **SESSION 1 Opening Keynote Presentation**
Anh Do
Author, Actor, Producer and Comedian
Anh Do appears by arrangement with Saxton Speakers
- 10.15am – 11.00am Refreshments
- 11.00am **SESSION 2 Big Picture Economy**
Dr Geoff Raby
Chairman and CEO of Geoff Raby & Associates; Former Australian Ambassador to China
Dr Geoff Raby appears by arrangement with Saxton Speakers
- 11.45am **SESSION 3 Demographic snapshot of Australia: now and towards 2020**
Mark McCrindle

12.30pm - 1.30pm**Lunch****1.30pm****SESSION 4 CONCURRENT SESSIONS****Leading Local Economies**

The session will explore the important role of Local Government in sustainable economic development. Speakers from academia, business and Local Government will provide short presentations and participate in a facilitated discussion about the role that Local Government can play in leading their local economy on a path to sustainable growth.

Too Toxic to Talk

We've all come across them: they are the people who drain you of energy instead of enriching you, the people who pull you down instead of raising you up, the people who require more than they can provide; the negative, whining, needy, manipulative people who can turn a happy day into a living hell. No matter how good our people skills are in general, most of us have problems with dealing effectively with this kind of people. Even those with really sharp people skills often get caught up in the polluting relationships (personal or professional) toxic people create.

The good news is that there are effective ways to deal with toxic people and this session will provide a number of strategies to assist in these situations.

Changing Nature of Communities & Empowering your Community and Creating Great Places

We all know our communities are changing. Information is abundant, but how do we make sense of it, engage the vast diversity and apply it to our individual circumstance to create vibrant, liveable activated communities for all to enjoy?

The Office of Multicultural Interests will present on these changes and introduce Search Diversity WA, a new online tool that allows you to search and download data on cultural, faith and language statistics in WA from the Australian Bureau of Statistics Census information.

Followed by

Every place and community is different. So how can you harness the uniqueness and creativity of your citizens and make your town centre the very best it can be?

The Town Team Movement is a non-profit organisation helping 'town teams' to organise and empower their local communities by working proactively with their Local Government create active, resilient and successful places. This session will provide practical advice on how to involve your community in creating authentic great places, as well as present case studies for regional communities to consider.

Field Trip: Nature Play WA 'Walkshop'

(Maximum 24 participants)**

Do you want to create a more connected community where kids and families are outdoors, more often, for the sake of their health, happiness and connection to nature?

Join Nature Play WA for a 'walkshop' from the PCEC to Elizabeth Quay where you will:

- Learn what makes a great nature play space;
- Discover how developing nature play spaces can spark important community conversation and connections; and,
- Discuss strategies for activating your natural assets through events and digital site interpretation.

Walk and talk about what's happening in your Local Government, ask questions, reflect and discuss opportunities to translate your learnings into action.

By bringing unstructured outdoor play (nature play) back into our children's lives we can help their cognitive, emotional and physical development and ensure they build resilience and imagination that are so important for a fulfilling life. And we can build stronger communities in the process!

Field Trip: White Gum Valley Estate

(Maximum 30 participants)**

White Gum Valley Estate (WGV) is a modern, sustainable residential development in the City of Fremantle that is an Innovation through Demonstration project. This development features cutting edge water and energy-saving initiatives that will reduce resident's living expenses, such as shared solar photovoltaic systems, energy trading between residents, a shared electric vehicle and a community bore. The development also features in-situ use of demolition materials for construction, retention of significant trees to meet WGVs target of 30% tree canopy cover, and use of edible plants in landscaping. The development has a strong focus on affordability and social inclusion, through provision of a diversity of housing types and tenures, including social housing and adult share houses.

This tour will discuss the process of Local Government, the development industry and utility providers partnering to deliver a housing precinct that is a showcase in sustainability and affordability, and how some of the innovations used in WGV can be adopted in both urban and regional areas.

***Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 3 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified. Delegates interested in joining a field trip will also be asked to indicate a second preference when registering, should they not be successful during the ballot process.*

3.00pm - 3.45pm

Refreshments

3.45pm

Banners in the Terrace Awards

4.00pm

SESSION 5 The Granny Whisperer

Billie Jordan

Founder of the Hip Op-eration Crew

7.00pm – 11.00pm

Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom

Put aside business for the night and enjoy a three-course meal, beverages, dancing, and after-dinner entertainment.

Friday, 3 August

7.00am

Delegate Service Desk open

8.00am – 9.15am

Convention Breakfast with Bradd Hogg (\$88)

Brad Hogg appears by arrangement with Cheri Gardiner & Associates

9.30am

SESSION 6 Conversations

A panel conversation around the current political system in Australia and the future for Local Government.

Mark Latham, former Federal Labor Leader

Jacqui Lambie, former Senator

Liam Bartlett, 60 Minutes reporter, award winning broadcaster and journalist

Liam Bartlett appears by arrangement with Cheri Gardiner & Associates

10.45am – 11.30am

Refreshments

11.30am**SESSION 7 CONCURRENT SESSIONS**

All delegates will be asked to indicate session preference when registering to assist with venue planning.

How Prepared Are We?

Each year Local Governments contribute to an annual Emergency Preparedness report. The Emergency Preparedness Report is a state-wide assessment on the preparedness of the State to combat emergencies. This style of reporting started in 2012 following some catastrophic fires in the preceding fire season. WA is the only state in Australia to do such a report and since its inception it has become the sentinel document for Emergency Preparedness here in Western Australia. This session will highlight the key findings and provide an overview of the state's preparedness against a number of risks/hazards our communities may face.

There are new NDRRA arrangements coming into effect on 1 July 2018 which will impact on State and Local Governments after an eligible event. The session provides a great opportunity to hear about the latest developments and trends in the increasingly important recovery space, and will include any Machinery of Government changes to DFES and the Emergency Management agencies.

South West Native Title Settlement and Local Government

Following the very successful Aboriginal Culture and Heritage Preservation Forum run in 2017, this session will focus on the South West Native Title Settlement including what Local Government needs to know, how to engage in the process including tools and tips and what some Local Governments are doing already including the importance of Reconciliation Action Plans. Presentations will include examples of the meaningful and committed work that is already occurring in Local Governments across the State as part of the process.

Getting Professional Performance from Non-Professionals

Council Members in Western Australia have incredibly diverse careers, interests and cultures but when they come together to represent their communities, there is a universal expectation of high performance. Governing a Local Government's affairs, managing large budgets, determining levels of service, providing stewardship of substantial assets, observing uncompromising standards of personal behaviour set out in the Local Government Act and meeting high expectations of your community are all part of the day-to-day life of Council Members.

The combination of personal and civic responsibilities creates tremendous pressures that can and do impact on the ability to perform at a high level. It is arguable that Council Members share many similarities with elite amateur sportspeople as both are expected to perform at a level equivalent with professionals in their field but without the support structures or generous financial rewards and accolades commonly seen in modern politics or sport.

Dwayne Nestor is a high performance coach who spent 12 years developing elite amateur and professional athletes and worked for many years with up-and-coming talent at the Western Force. He has rare insight into the demands placed on both elite professional and elite amateur athletes and in this session will discuss the psychological mindset required for elite amateurs to achieve professional outcomes.

Field Trip: Nature Play WA ‘Walkshop’

(Maximum 24 participants) **

Do you want to create a more connected community where kids and families are outdoors, more often, for the sake of their health, happiness and connection to nature?

Join Nature Play WA for a ‘walkshop’ from the PCEC to Elizabeth Quay where you will:

- Learn what makes a great nature play space;
- Discover how developing nature play spaces can spark important community conversation and connections; and,
- Discuss strategies for activating your natural assets through events and digital site interpretation.

Walk and talk about what’s happening in your Local Government, ask questions, reflect and discuss opportunities to translate your learnings into action.

By bringing unstructured outdoor play (nature play) back into our children’s lives we can help their cognitive, emotional and physical development and ensure they build resilience and imagination that are so important for a fulfilling life. And we can build stronger communities in the process!

Field Trip: City of Cockburn Landfill, Community Drop-off Facility, Household Hazardous Waste Facility, Resource Recovery Workshop and Reuse Shop Tour

(Maximum 30 participants)**

The City of Cockburn has it all on one site! This tour will take in the range of waste related activities that occur at the Henderson Waste Recovery Park, including a highly profitable Reuse Shop, temporary or low cost Community Drop-off Facility and landfill operations.

***Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 3 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified. Delegates interested in joining a field trip will also be asked to indicate a second preference when registering, should they not be successful during the ballot process.*

1.00pm – 2.00pm

Lunch

2.00pm

**SESSION 8 World Famous Conference Ending Summary
Paul Huschilt**

3.00pm

**Official Close of the 2018 Local Government Convention
and Refreshments**

Partner activities

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

Wednesday, 1 August

Opening Welcome Reception in the Trade Exhibition

5.00pm – 6.30pm

\$65

Thursday, 2 August

Ferguson Valley Tour

8.30am – 4.30pm

Shhh... this is the one to discover a little known destination within a couple of hours of Perth. After leaving the Convention Centre it's all aboard the Australind Train to Brunswick Junction where we will be met by a local coach company for the scenic drive around the Ferguson Valley. This is a hidden valley nestled in the lush rolling countryside with some funky wineries and breweries, one of which will be our lunch stop. If we are lucky we might see a gnome or two before heading back to the city by coach.

Includes: Australind train and comfortable coach transport, morning and afternoon tea, lunch, middy size cider/beer, and accompanying guide

\$220 (minimum 15 – maximum 30)

Indoor Rock Climbing

9.30am – 1.00pm

Want to experience the fun and excitement of vertical rock climbing? This session will give you the starting point for a solid foundation of fundamental skills and techniques for climbing to become your own Spiderman!

Includes: Two-hour Rock climbing course, shoe hire, light lunch and transfers.

\$95 (minimum 10 – maximum 20)

The World of Wine and Cheese

1.45pm – 3.30pm

Join a witty and engaging tour of natural Western Australian wines from our awarding local "Young Guns of Wines" and the cheeses that make them shine. This will be an insightful journey into the new wave of natural winemaking, wines and artisan cheeses from some of WA's great talents.

Includes: Cheese & Wine course

\$140 (minimum 10 – maximum 16)

Shire of Coolgardie Ordinary Council Meeting 27 June 2018

Gala Dinner Hair & Make-up (at the PCEC)

2.00pm – 4.30pm

Take the fuss out of getting ready for the Convention Gala Dinner by allowing the Makeup and Hair students (fully supervised) from Perth College of Beauty take care of you.

Includes: Hair and Make-up.

\$60 (minimum 15 – maximum 30)

Convention Gala Dinner (at the PCEC)

7.00pm – 11.00pm

\$140 for partners of Full Delegates and Life Members

\$190 for all other guests

Friday, 3 August

Breakfast with Brad Hogg (at the PCEC)

8.00am – 9.15am

\$88

A Walk Back in Time

9.30am – 11.30am

Be transported back in time and experience the period of the convicts in the Swan Rover Colony. Western Australia became a destination for convicts from 1850 – 1868. The convicts played an important part in the construction of many significant Perth landmarks including the Perth Town Hall and the Supreme Court. Visit these landmarks and learn about the Convict and Gold rush eras.

Includes: Walking tour and morning tea.

\$50 (minimum 10 – maximum 20)

Travel Smart (at the PCEC)

9.30am – 3.00pm

Learn all that you need to know about going overseas and coming back home safely. Experts will cover everything from the government's efforts to prevent, respond to and recover from pests and diseases that threaten the economy and environment, to the cool and quirky places that many people may not have thought of travelling to.

Includes: Expert speakers, morning tea and lunch.

\$150 (minimum 15 – maximum 40)

General information

ONLINE CONVENTION REGISTRATIONS

Visit www.walga.asn.au/lgc18 to complete your registration online.

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Wednesday, 1 August. The Convention Gala Dinner on Thursday evening and Convention Breakfast on Friday morning are optional, and a ticket fee applies.

Convention fees

Prices are per person and are all inclusive of GST.
Deadline for all Registrations is **Tuesday, 3 July 2018**.

Convention Registration

Full Delegate	\$1,475
WALGA Life Members	Complimentary

Day Delegate Registration

Day: Thursday, 2 August	\$845
Day: Friday, 3 August	\$720

Optional Extras

Gala Dinner

Full Delegate & Partner	\$140 each
WALGA Life Member & Partner	\$140 each
Gala Dinner Only	\$190 each

Breakfast

ALGWA Breakfast (Thursday)	\$55
Convention Breakfast with Brad Hogg (Friday)	\$88

Partners/Guests

Opening Reception (Wednesday)	\$65
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

Elected Member Professional Development

– see enclosed leaflet for details.

Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of **Tuesday, 3 July 2018**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

Special requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

Accommodation

Hotel information and booking forms are available at www.walga.asn.au/lgc18. Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so clarify these arrangements when booking.

Inter-venue transfers

A limited service will be provided between CBD hotels and the PCEC for the **Gala Dinner** on Thursday evening. The limited transfer schedule will be displayed at the Delegate Service Desk. The convenient, **free and frequent bus services** operating within the CBD are recommended for transfers between city hotels and the PCEC – for detailed information on these services go to www.transperth.wa.gov.au – and hotel staff can offer some local advice to guests.

PCEC Parking

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) **parking space** in the underground car park at the PCEC at a daily cost of \$39. Parking space requests must be indicated on the registration form – **please note the non-extendable deadline for these requests is Tuesday, 3 July 2018**.

Enquiries

Ulla Prill, WALGA Marketing and Events Officer

T 08 9213 2043

F 08 9213 2077

E registration@walga.asn.au

Information in this brochure is correct at time of printing but may be subject to change.

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Shire of Coolgardie Ordinary Council Meeting 27 June 2018 www.walga.asn.au

11.1.6 Management of Council owned properties in Coolgardie

Location:	Coolgardie
Applicant:	Zion Real Estate
File Reference:	NAM6064
Disclosure of Interest:	NIL
Date:	20 June 2018
Author:	Manager Administration Services, Rebecca Horan

Summary:

For Council to consider the management agreement from Zion Real Estate for the management of Council owned properties in Coolgardie

Background:

The Shire has been in discussions with Mrs Daphne Simmons (owner of Zion Real Estate) in relation to a possible management agreement for Shire owned real estate in Coolgardie. The purpose of this agreement is to continue the management of the Shire's real estate in Coolgardie to alleviate the Shire's administration department of the responsibility and time dealing with the Shire's properties. By engaging Zion Real Estate, the daily duties of dealing with property management has become the responsibility of Zion Real Estate. This has provided efficiencies and equity across the community when dealing with properties. The management agreement is for a period of one year. During this time the Shire will call for expressions of interest to manage properties in Coolgardie and Kambalda over a longer period.

Below is a list of properties that would be included in the management agreement

56 King street	Montana homes includes
110 Forrest Street	11 Taylor Street
4/33 Sylvester Street	9 Taylor Street
56 Bayley Street – Post Office	7 Taylor Street
56A Bayley Street - Markets	5 Taylor Street
58B Bayley Street – Arts Building	3 Taylor Street
58C Bayley Street - Pharmacy	1 Taylor Street
Drill Hall	Coolgardie railway station and caretakers flat.
Sargent Quarters	Road board building
Lawn bowling club	Town hall
Old Coolgardie Fire Station	

Comment:

Council properties that are currently rented out have no letting fee charged, as they still have long term tenants in them. However future tenants will have a letting fee charge.

Attachments:

Consultation:

James Trail- Chief Executive Officer
Sheree Foward – Zion Real Estate

Policy Implications:

Nil

Financial Implications:

The cost per property to be managed by Zion Real Estate will be 10.35 % of the gross collections for example – if the gross collection was \$250.00 the managed fee for this property will be \$25.88. In addition to this 10.35% the agreement includes leasing fees that is equivalent of 2 weeks rent - for example 2 weeks rent at \$250.00 per week is \$500.00 plus GST \$50.00 equating to \$550.00. There will be standard costs for marketing and advertising to promote properties when they are vacant. The cost of this agreement would be budgeted for annually.

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

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: Simple Majority

Officer Recommendation:

That Council, approves the management agreement with Zion Real Estate for a 1 Year period commencing 1 July 2018 for the following properties

56 King street	Montana homes includes
110 Forrest Street	11 Taylor Street
4/33 Sylvester Street	9 Taylor Street
56 Bayley Street – Post Office	7 Taylor Street
56A Bayley Street - Markets	5 Taylor Street
58B Bayley Street – Arts Building	3 Taylor Street
58C Bayley Street - Pharmacy	1 Taylor Street
Drill Hall	Coolgardie railway station and caretakers flat.
Sargent Quarters	Road board building
Lawn bowling club	Town hall
Old Coolgardie Fire Station	

COUNCIL RESOLUTION: #101/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council, approves the management agreement with Zion Real Estate for a 1 Year period commencing 1 July 2018 for the following properties

56 King street	Montana homes includes
110 Forrest Street	11 Taylor Street
4/33 Sylvester Street	9 Taylor Street
56 Bayley Street – Post Office	7 Taylor Street
56A Bayley Street - Markets	5 Taylor Street
58B Bayley Street – Arts Building	3 Taylor Street
58C Bayley Street - Pharmacy	1 Taylor Street
Drill Hall	Coolgardie railway station and caretakers flat.
Sargent Quarters	Road board building
Lawn bowling club	Town hall
Old Coolgardie Fire Station	

CARRIED ABSOLUTE MAJORITY 4/0

11.1.7 Oversized overbuilding

Location:	Lot 790 (No 72) Saltbush Road, Kambalda West
Applicant:	Aaron Murray
File Reference:	NAM6063
Disclosure of Interest:	Nil
Date:	20 June 2018
Author:	Consultant Town Planner, Francesca Lefante

Summary:

That Council consider an application for an outbuilding (shed) with a wall height with a minor variation.

Background:

The subject site: -

- is zoned Residential R10/30 under Local Planning Scheme No 5.
- Has an area of 931 square metres.

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



Aerial map with shed location



Zoning Map

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	63 sqm	variation
Height <ul style="list-style-type: none"> Wall Roof (ridge) 	2.4 metres 4.2 metres	3.0 metres 3.74 metres	0.6metres Complies
Front (Streetscape) setback <ul style="list-style-type: none"> Sylvester Street 	6.0 metres	Behind the dwelling	Complies
Setbacks <ul style="list-style-type: none"> Side (western) Rear (northern) 	1.0 metre 1.0 metre	2.0 metres 2.0 metres	Complies Complies

Comment:

The subject site is zoned Residential R10/30 and with a residential property opposite the shed boundary. 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 minor variation in wall height complies with the setback requirements and is not considered to not 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, the applicant has indicated in the proposal that the outbuilding is to be used for storage purposes.

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:

1. 72 Salthbush Rd - report June 2018 attachment [11.1.7.1]

Consultation:

Adjoining landowner has signed the plans supporting the proposal.

Statutory Environment:

Residential Design Codes

Shire of Coolgardie Town Planning Scheme No 5

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

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 790 (No 72) Saltbush Road, Kambalda West, as shown on plans dated 19 March 2018 subject to the following conditions:

- Building permit being obtained prior to the commencement of development.
- The Outbuilding (shed) shall not be used for human habitation, commercial or industrial purposes.

COUNCIL RESOLUTION: #102/18

Moved: Councillor, S Botting

Seconded: Councillor, T Rathbone

That Council, APPROVES the proposed outbuilding and Residential Design Code variations on Lot 790 (No 72) Saltbush Road, Kambalda West, as shown on plans dated 19 March 2018 subject to the following conditions:

- **Building permit being obtained prior to the commencement of development.**
- **The Outbuilding (shed) shall not be used for human habitation, commercial or industrial purposes.**

CARRIED ABSOLUTE MAJORITY 4/0

LEGEND

201 790

LOT BOUNDARY

BUILDINGS

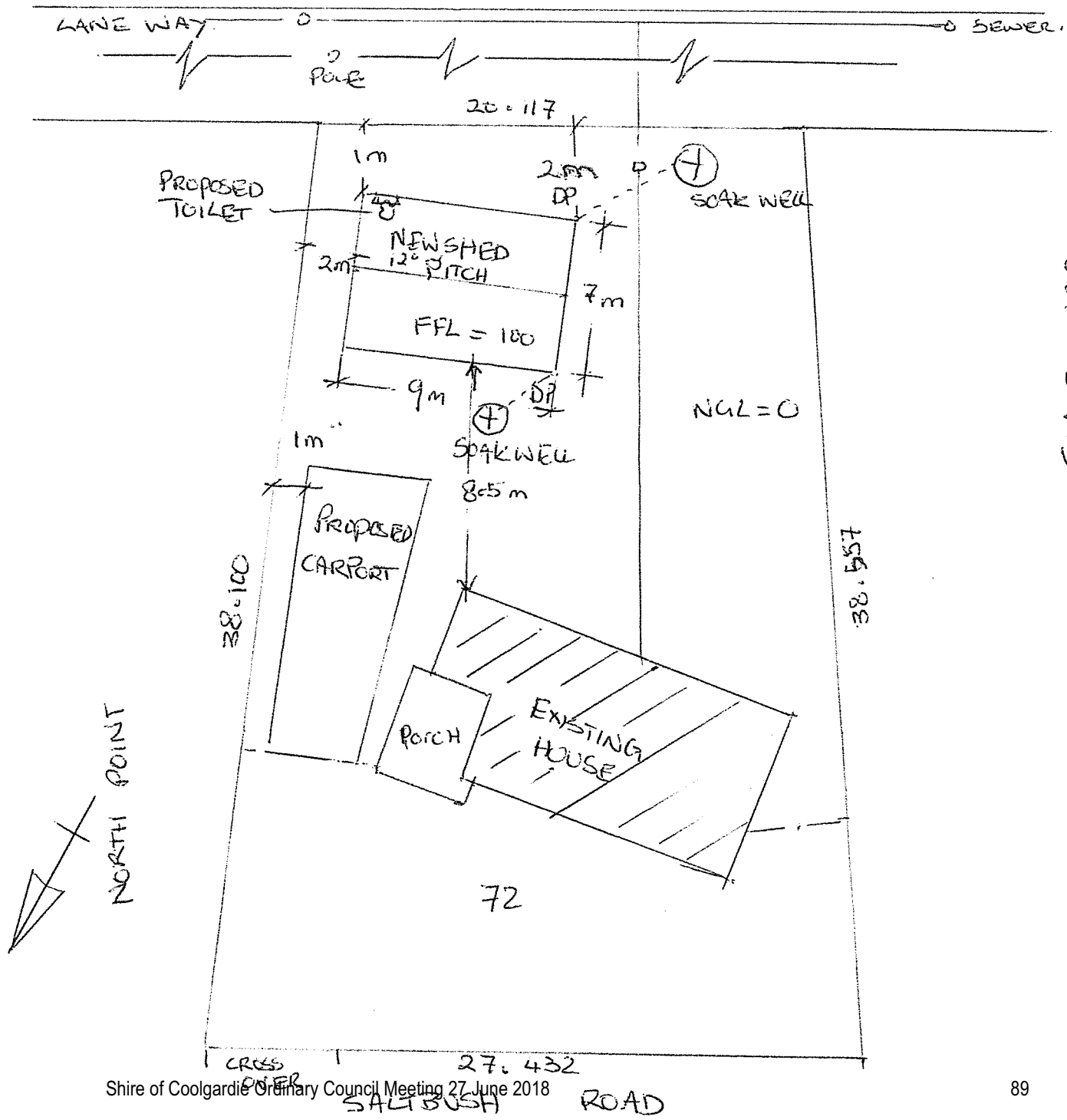
SEWER

ELECTRIC POWER

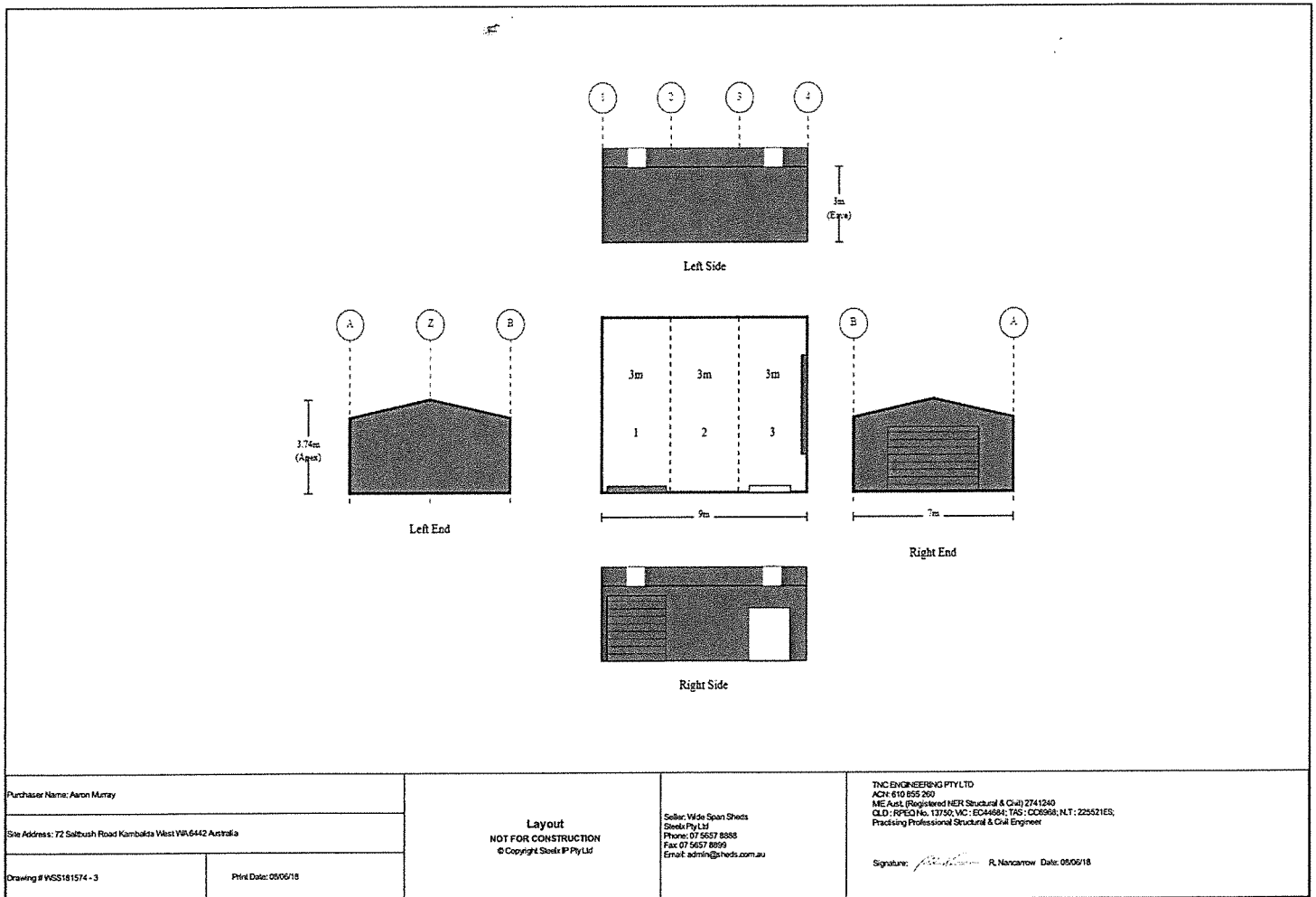
SOAK WELL

POLE

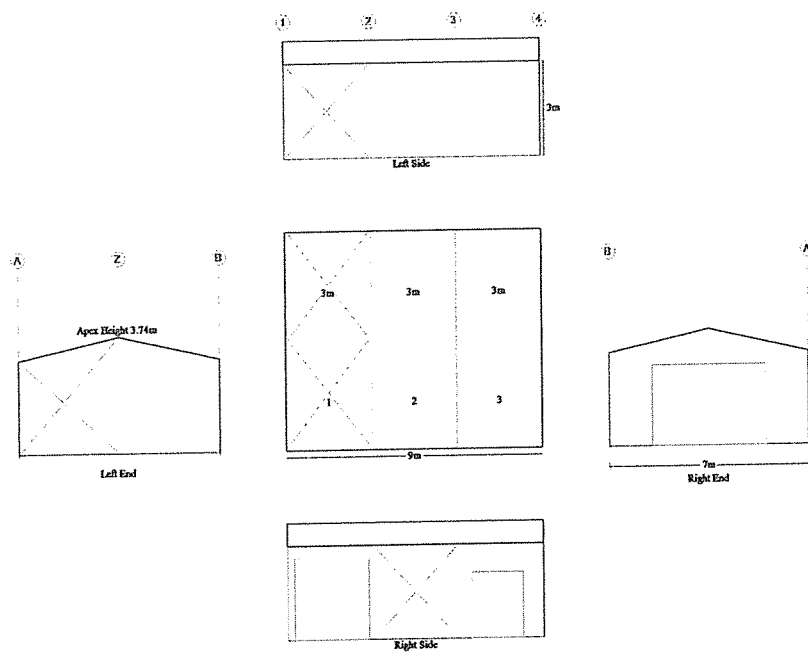
DP



SCALE 1:200



Cross Bracing is achieved with 12mm Strap. Refer to Connection Details.



Purchaser Name: Aaron Murray

Site Address: 72 Saltbush Road Kambalda West WA 6442 Australia

Drawing # WSS161574 - 5

Print Date: 08/05/18

Bracing
NOT FOR CONSTRUCTION
© Copyright Steels P Pty Ltd

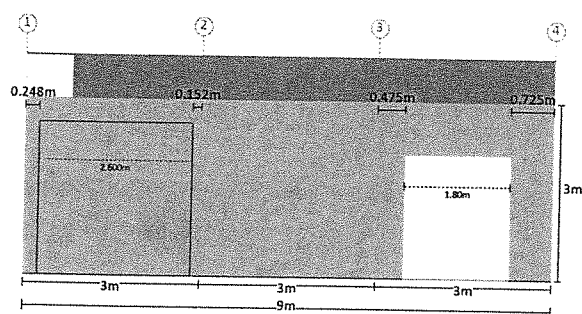
Seller: Wide Span Sheds
Steels P Pty Ltd
Phone: 07 5657 8888
Fax: 07 5657 8879
Email: admin@wssheds.com.au

TNC ENGINEERING PTY LTD
ACN: 610 855 260
MC Inst. (Registered NER Structural & Civil) 2741240
QLD: RP/EC/No. 13750; VIC: EC44684; TAG: CD6958; N.T.: 225521ES;
Practising Professional Structural & Civil Engineer

Signature: *[Signature]* R. Nancarrow Date: 08/05/18

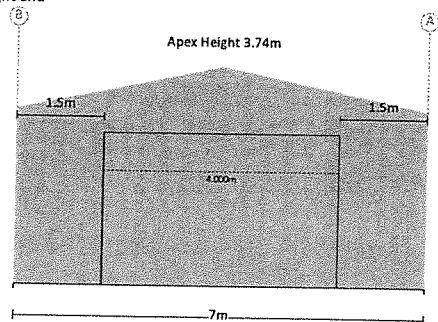
This setout is provided as a guide only. It is the responsibility of the concreter/erector to confirm that all dimensions are correct.

Right Side




Measurements are from the outside of end girts (end bays) and/or centre of columns (mid bays) to inside of component opening size.

Right End



Measurements are from the outside of side girts to the inside of component opening size.

Purchaser Name: Aaron Murray		Component Position NOT FOR CONSTRUCTION Not to Scale Page 1 of 1 © Copyright Steels IP Pty Ltd	Seller: Wide Span Sheds Steels IP Ltd Phone: 07 5657 8888 Fax: 07 5657 8899 Email: admin@sheds.com.au	TNC ENGINEERING PTY LTD ACN: 610 855 260 ME Aust. (Registered NER Structural & Civil) 2741240 QLD: RPEO No. 13750; VIC: ECOM684; TAS: CC20648; NT: 225521ES; Practising Professional Structural & Civil Engineer
Site Address: 72 Saltbush Road Kambokka West WA 6442 Australia				
Drawing # WGS181574 - 10	Print Date: 06/06/18			
				Signature:  R. Nancarrow Date: 06/06/18

Signature: *[Signature]* R. Nancarrow Date: 06/06/18

11.1.8 Council Policies

Location:	Shire of Coolgardie
Applicant:	Nil
File Reference:	NAM
Disclosure of Interest:	Nil
Date:	20 June 2018
Author:	Manager Administration Services, Bec Horan

Summary:

For Council to adopt Policy 054 Corporate Credit Card and approve the amendments to Policy 041 Procurement Policy.

Background:

The Auditor General conducted an audit assessment of 8 local governments to see whether they have effective controls over the use of corporate credits cards. (Report attached).

Comment:

Council currently does not have a Corporate Credit Card Policy; however, Policy 041 Procurement has a small section that covers credit cards. Shire auditors have suggested that best practice would be to have corporate credit card use in a separate policy to procurement.

Attachments:

1. 054 Corporate Credit Card [11.1.8.1]
2. 041 Procurement Policy [11.1.8.2]
3. report 2018 07- LG Credit Cards [11.1.8.3]

Consultation:

Auditors, Moore Stephens

Statutory Environment:

N/A

Policy Implications:

054 – Corporate Credit Card
041 - Procurement

Financial Implications:

N/A

Strategic Implications:

Solutions focussed and customer oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council;

1. Endorse policy 054 Corporate Credit Card
2. Endorse policy 041 Procurement Policy as amended.
3. Note Report 2018 07 – LG Credit Cards

COUNCIL RESOLUTION: #103/18

Moved: Councillor, S Botting

Seconded: Councillor, B Logan

That Council;

1. Endorse policy 054 Corporate Credit Card
2. Endorse policy 041 Procurement Policy as amended.
3. Note Report 2018 07 – LG Credit Cards

CARRIED ABSOLUTE MAJORITY 4/0

Title of Policy: Corporate Credit Card

Policy Number: 054

Policy Objective:

To provide clear direction on the use of Corporate Credit Cards by Council Officers.

Policy Scope:

The Shire, in order to enhance daily purchasing processes and reduce administrative costs, will authorise the issue, by its preferred financial provider, of corporate credit cards with a maximum limit of \$15,000 to the Chief Executive Officer, \$10,000 for the Works and Services Supervisor and \$5,000 for the Manager Administration Services and Manager Recreation and Community Development, the use of which being subject to the following:-

1. Obligations of the Credit Cardholder

1.1 Credit Card Usage

The Credit Card:

- Is only to be used for the purchase of goods and services on behalf of the Shire such as but not limited to accommodation, meals, travel expenses, conference/seminar fees, subscriptions to professional memberships, journals/publications and activity cost charges where purchase orders are not useable.
- Shall not be used for cash advances.
- Shall not be used for expenditure on personal items or services.
- Shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- If lost, stolen and/or damaged shall be reported immediately to the Financial Institution and to the Manager Administration Services or Chief Executive Officer.

The following are the approved methods of processing transactions, subject to the cardholder, on each occasion, maintaining a documented record of such transactions;

- Across the counter.
- By telephone (the transaction is completed by quoting Corporate card details to the supplier).
- By mail, quoting card details on orders to suppliers.
- By internet (the transaction is completed by quoting credit card details to the supplier).

1.2 Acquittals

It is the responsibility of the respective cardholder to retain purchase/expenditure documentation, tax invoices and reconcile credit card statements at the end of each month.

Each cardholder must sign the credit card statement in the space provided to validate the transactions shown in the statement and then obtain authorisation from their relevant supervisor being the:

- Shire President for the Chief Executive Officer
- Chief Executive Officer for the Works and Services Supervisor, Manager Administration Services and Manager Recreation and Community Development.

Disputed amounts must be investigated by the cardholder and notification must be provided immediately to the Senior Finance Officer.

2. Termination of Employment

Credit cards must be returned to the Senior Finance Officer immediately on termination of employment of the cardholder for cancellation. The cardholder remains responsible for providing details of any expenditure included on a credit card statement up to and including their final day of employment.

3. Cardholder Acknowledgement

The cardholder must sign a “letter of acknowledgement and declaration” acknowledging their responsibilities to comply with the Shire of Coolgardie policy when using their credit card.

4. Cardholder Register

The Senior Finance Officer shall ensure that a register of all Council Corporate credit cards is maintained.

5. Improper Use of Credit Cards

All holders of corporate credit cards are in a position of trust in regard to the use of public funds and improper use of that trust may render the cardholder liable to disciplinary/legal/action/criminal prosecution. Improper use includes misuse and/or fraudulent use.

Title of Policy: Procurement Policy

Policy Number: 041

Policy Objective:

- To provide compliance with section 6.5(a) of the Local Government Act 1995.
- To deliver a best practice approach to and procedures for purchasing for the Shire of Coolgardie.
- To ensure consistency of all purchasing activities across all operational areas.

Policy Scope:

This Policy includes direction for all purchasing including the use of Fuel Cards.

Policy Statement:

Introduction / background

This policy sets the guidelines with regards to the purchase of goods and services ensuring:

- a) the procurement of goods and services
- b) the best value for money procurement policy
- c) statutory compliance
- d) authorised expenditure limits for staff

Budgetary and purchasing expenditure will have regard to the development and maintenance of Shire of Coolgardie infrastructure and facilities. Consideration will be given to –

- a) Have regard to the total life cycle cost of the product or service to be purchased
- b) Ensure the best value for money is obtained through the design, construction and management of new infrastructure and facilities and upgrade of existing infrastructure and facilities, to minimise the Shire's ongoing costs for providing or operating that infrastructure or facility
- c) Ensure that new facilities and buildings, in particular, incorporate adaptable design and construction to maximise opportunities for use into the future.
- d) Contribute to the Shires efficiency and effective operations.
- e) Give primary consideration to delivery of, and compliance with occupational safety and health.

Local Purchasing

After having due regard to, but not limited to, the quality of the product, availability of after sales service, supply date, freight costs, degree of urgency Officers of the Shire of Coolgardie are encouraged to purchase locally.

Pre procurement Requirements

Where possible, unless by Council resolution, or by requirement of legislation, Officers will follow the following minimum guidelines for inviting quotes prior to purchasing any good or service.

Purchase Value	Quotes Required (minimum)
Less than \$1,000	1 Verbal Quote
\$1,000 - \$10,000	1 itemised written Quote
\$10,000 to \$30,000	2 itemised written Quotes
\$30,000 to \$100,000	3 itemised written Quotes
\$100,000 to \$150,000	3 detailed quotes authorise by the CEO
\$150,000 and over	Tender

In instances of emergency or where procurement is urgently required, CEO and Deputy CEO with delegated authority may procure the goods/services without seeking quotations on the proviso that:

1. A brief explanation of the emergency/urgency of the situation is provided by the officer upon issue of purchase order and prior to payment of the invoice for the service
2. The value of works being undertaken in the emergency is within the officer's delegated authority limit.
3. The value of the works being undertaken is within the limits of the Council's adopted Annual Plan and Budget.

It is the Officer's responsibility to provide evidence that a reasonable attempt has been made to meet the above guidelines.

If a selection criteria, other than price, is use to determine the successful supplier, the authorising officer will advise all potential suppliers of the selection criteria prior to receiving quotations. All documentation received or internally generated, as evidence of meeting the above quoting requirements will be attached to Council's copy of the payment advice and retained as per either Council internal or legislated records requirements for financial documents, which ever is the longest.

Tenders

Tenders will be called for all procurement of Goods or Services from a single supplier as prescribed under Section 3.57 Local Government 1995 and associated Regulations.

Panel Contracts

This clause applies where the Shire intends to establish a panel of providers through a tender process.

- A) Where the Shire intends to establish a panel of providers through a tender process, that decision is to be made prior to tenders being advertised and is to be made clear in both the invitation to tender and the tender specification.
- B) In the report to Council detailing the assessment of tenders and recommending which tenders are to be accepted, the basis upon which work is to be allocated to successful tenderers is to be detailed in the recommendation.
- C) The following shall be the basis upon which work may be allocated to Panel Members:
 - i) Price - work will be allocated to the tenderer that submitted the most favourable price in their tender Submission. If that tenderer is unable to complete the work when it is required, then the work will be allocated to the panel member that submitted the next most favourable price.
 - ii) Even distribution - work will be allocated to each panel member as evenly as possible. Even distribution is appropriate where there is little variation in the prices submitted by each tenderer, however, the nature of work included in the tender may vary markedly in terms of complexity and value. For example, a tender may include bore installation as well as bore maintenance where the costs associated with installing a bore far exceed the cost of servicing a bore. In this instance, each panel member should be allocated a similar number of bore installations and a similar number of service jobs.
 - iii) Rotational distribution - work will be allocated to each panel member on a rotational basis regardless of the value of the work required in each instance. Rotational distribution is appropriate where there is little variation in the prices submitted by each tender, and there is a high level of consistency in the value and complexity of work required.
 - iv) Quotations - each panel member is invited to quote on work required and the member that provides the cheapest quote is allocated the work.
 - v) Expertise - work will be allocated to panel members based on the tenderer's field of specialty. For example, legal work would be allocated to firms based on the areas of law in which each panel member specialises.
 - vi) Location – due to the distance between Kambalda and Coolgardie, contractors located within the townsite with considered appropriate capability will be considered first. If the tenderer cannot undertake the works or does not have the appropriate ability, the second most favourable tenderer will be contacted regardless of proximity to works, although this may still be a price based consideration.

Evaluation Methodology

Selection Criteria Evaluation

The evaluation of tender responses shall be based on the material evidence included in the Tender submission relevant to

the following criteria:

- 1) Compliance Criteria - (not a weighted criteria) – mandatory Requirements
- 2) Qualitative Criteria - the non-cost related factors described in the invitation to tender
- 3) Price
- 4) Referee Reports (not a weighted criteria) – Reference checks will be completed by the responsible officer.

Authorising Officer

An Authorising Officer is a Shire of Coolgardie employee who is registered in the sub delegation register as authorised to incur expenditure and claims for payment, within a set monetary limit.

Purchase Orders

The Shire of Coolgardie requires a purchase order to be raised and issued prior to the service or product being supplied. The authorising officer will ensure items purchased are made within budget parameters.

Purchase Orders Exemptions

The requirement to issue a purchase order is not required in the following instances:

- 1) Procurement of particular goods or services:
 - a) Utilities; including telephone, electricity, water and gas.
 - b) Annual Membership/subscriptions
 - c) Reimbursements to Council Members and Staff
 - d) Freight
 - e) Department of Land Information on line transactions
 - f) Motor Vehicle Licensing and Registration
 - g) Postage
 - h) Legal Costs
- 2) Corporate Credit or Fleet Fuel Card purchases;
- 3) Petty Cash purchases - \$200 limit GST inclusive;
- 4) All emergencies as deemed in writing by the Shire President;

Fleet Fuel Cards

All appropriate fleet vehicles will be issued with an appropriate fleet fuel card for fuel purchases only. If a vehicle is allocated to Council Officer, that Officer is responsible for the security and appropriate use of the Fleet Fuel Card. Fuel purchased using a fleet fuel card, must be of type required by the vehicle the card was initially issued for.

Breach of Procurement Policy

Officers found to have breached this policy may, at the discretion of the Chief Executive Officer:

- 1) Have their purchasing rights revoked; and
- 2) Be subject to disciplinary action, including possible termination without notice.

Be required to reimburse Council for the amount of the unauthorised expenditure.

Policy Administration

Responsible Department	Executive Services
Author / Contact Officer Position:	Chief Executive Officer
Relevant Delegation:	Delegation 1.1.21
Date Adopted:	24 May 2016
Reviews / Amendments:	16 May 2017

Western Australian Auditor General's Report



Controls Over Corporate Credit Cards



Office of the Auditor General Western Australia

7th Floor Albert Facey House
469 Wellington Street, Perth

Mail to:

Perth BC, PO Box 8489
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: info@audit.wa.gov.au

W: www.audit.wa.gov.au

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those with visual impairment.

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Controls Over Corporate Credit Cards

Report 7
May 2018



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

CONTROLS OVER CORPORATE CREDIT CARDS

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

The report summarises the results of my first focus area audit in the local government sector.

The audit assessed whether 8 local governments have effective controls over the use of corporate credit cards. We found that they generally had satisfactory controls, but we did note various shortcomings and have made related recommendations for improvement.

I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

COLIN MURPHY
AUDITOR GENERAL
9 May 2018

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Auditor General's overview

I am pleased to present my first local government audit report to Parliament, under the *Local Government Amendment (Auditing) Act 2017*.

This report reflects the results of a focus area audit on Controls Over Corporate Credit Cards. These audits have a narrow scope and normally focus on specific areas of financial controls. We audited 8 local governments, some big in size and some small, some metropolitan based and some regional, to give an idea of how local governments are performing in this area.

Given the huge diversity among local governments, the intent of these audits is not to compare, but to provide examples of better practice as well as opportunities for improvement.

Corporate credit cards offer significant benefits to entities. They can reduce costs and streamline business processes associated with authorising, tracking, purchasing, payment and reconciling purchases. But like all financial processes and tools, they can be misused if not properly managed.

I recognise the challenges that small local governments in particular experience with regard to matters such as segregation of duties and suitable arrangements while key staff are on leave. In saying that, the results of this audit are generally good. While we noted some areas that could be done better, the local governments mostly had satisfactory controls in place.

Importantly, the local governments were accepting of our findings and were open to change to address the issues we identified. And I encourage all local governments to follow suit – to assess their own management of corporate credit cards against the findings and recommendations of this report and to promptly act where required.

Parliament gave the Auditor General the mandate to audit local government to enhance accountability and transparency across the sector. For this to be a success we need to continue on the path we started with this audit. That is working together to recognise good practice as well as identify areas where things can and should be done better – in the public interest.



Controls over corporate credit cards

Background

Corporate credit cards are an important part of modern purchasing systems, offering significant benefits such as reduced costs and streamlined business processes. They are used for local government purchases including computing and other equipment, general consumables, hospitality and travel. While local governments generally use credit cards for a small proportion of their payments, it is important they are effectively managed to reduce the risk of improper or unauthorised use.

Local government employees and chief executive officers (CEOs) use corporate credit cards. However, the elected members that make up a local government Council cannot use these cards as the *Local Government Act 1995* (LG Act) does not allow them to incur debts. Instead, local governments pay allowances or reimburse expenses to an elected member.

The LG Act and associated regulations require:

- the Council to oversee allocation of the local government's finances and resources and to determine policies
- the CEO to ensure that proper accounts and records are kept in accordance with regulations
- local governments to develop procedures for the payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

In conducting our audit, we considered the above requirements, *Local Government Operational Guidelines Number 11 – September 2006 Use of Corporate Credit Cards* and other accepted better practice guidance.

Conclusion

Local governments in our sample generally had satisfactory controls in place to manage the use of credit cards. We noted shortcomings however, of varying significance, in the policies and practices at most local governments we audited. We did not find any inappropriate use of credit cards.

Recommendations

1. Local governments should:
 - a. ensure policies specify requirements for all key credit card processes
 - b. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval
 - c. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards
 - d. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions
 - e. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.

What we did

The focus of this audit was to determine if the local governments in our sample have effective controls over the use of corporate credit cards. We also assessed if there was adequate independent review of the credit card use of CEOs.

We assessed the policies and practices at 8 local governments, over the period 1 January 2017 to 30 September 2017, using the following lines of inquiry:

1. Do local governments have appropriate policies and administrative systems in place for corporate credit cards?
2. Are suitable controls in place to monitor and manage the issue and use of cards and the timely approval of card transactions?
3. Do management periodically review their use of corporate credit cards and act on any identified shortcomings?

We conducted this audit under sections 18 of the *Auditor General Act 2006* and 7.12AJ of the *Local Government Act 1995* and in accordance with Australian Auditing and Assurance Standards.

Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices, and control weaknesses and exposures so that local governments, including those not audited, can compare their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector.

We included the following local governments in this audit:

Local government	Number of credit cards	Number of credit card purchases made	Number of credit card purchases as a % of all purchases made	Value of credit card purchases	Value of credit card purchases as a % of all purchases made
City of Kalamunda	12	959	14%	\$159,585	0.34%
City of Rockingham	90	4,391	20%	\$1,213,175	0.89%
City of Wanneroo	54	3,199	4%	\$417,185	0.28%
Shire of Carnarvon	4	108	4%	\$17,144	0.17%
Shire of Cranbrook	2	293	16%	\$45,688	1.06%
Shire of Dandaragan	4	143	4%	\$41,249	0.43%
Shire of Denmark	4	122	6%	\$22,799	0.34%
Town of Port Hedland	8	553	12%	\$176,929	0.47%

Table 1: Key expenditure statistics from 1 January 2017 to 30 September 2017

What did we find?

Overall policies and administrative systems for managing corporate credit cards were appropriate

Good policies and procedures provide essential guidance for staff to manage credit cards in accordance with management’s expectations. They should cover matters such as controls over issuing and cancelling cards as well as approving and acquitting purchases.

We found that appropriate policies and administrative systems were generally in place for use of credit cards, however:

- at the Shire of Denmark and the City of Wanneroo we found that policies did not specify the timelines for acquitting and approving monthly credit card statements. Setting timelines is important as they help ensure timely acquittal and approvals, and also early identification of any unauthorised transactions
- at the City of Wanneroo, we found 2 instances where cardholders had not completed cardholder agreements. Cardholder agreements outline cardholder duties and responsibilities.

Suitable controls were generally in place for managing credit card use, however most local governments had opportunities for improvement

Strong controls assist in the early identification of erroneous, inappropriate or unauthorised transactions. It is good practice for transactions to be matched to invoices and vetted by the cardholder before being independently approved by the cardholder’s supervisor. These steps should be completed within a reasonable timeframe on a monthly basis.

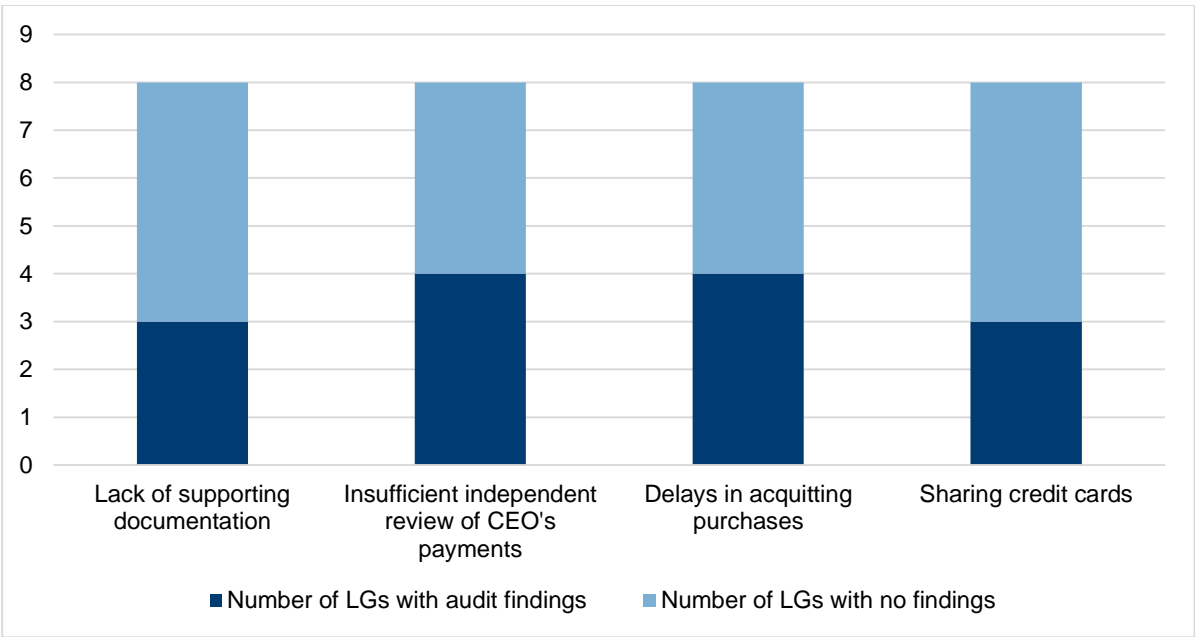


Figure 1: Audit findings by number of local governments (LGs)

We identified control weaknesses of varying significance at all local governments, except the Shire of Carnarvon:

- The City of Rockingham did not always have appropriate independent approval of credit card transactions. For 54% of cardholders, the coding and review of their transactions was performed by subordinates, and the cardholders thereafter approved their own transactions.

- CEO credit card transactions were approved by a subordinate, or were self-approved at 4 local governments. This process could be improved to increase transparency, without introducing additional approval processes, by periodically reporting the CEO's transactions to the Council, and clearly identifying them for noting.
- To ensure the person using the credit card is identifiable and accountable, staff should not share credit cards. We found sharing of cards at 3 local governments:
 - At the City of Kalamunda, we found that cardholders permitted staff within their departments to use their card. The monthly statement was then signed off by the cardholder and a subordinate. We were unable to determine who made the purchases and could not substantiate if approvals were independent. Staff at the City of Wanneroo and Shire of Dandaragan also shared cards but they were able to demonstrate independent approval and monitoring of these purchases.

We recognise the challenges of small local governments in this regard, however they should consider other arrangements to avoid sharing of cards.

- We found delays in cancelling cards when staff resigned, at the Shire of Denmark and the City of Wanneroo. The maximum delays were 4 months and 11 months respectively. If cards are not cancelled promptly, they may be used by other non-authorised staff.
- The City of Rockingham did not have adequate documentation for 20% of the transactions we audited. The Shire of Cranbrook and Shire of Denmark lacked adequate documents for a small number of transactions. This makes it difficult for management or auditors to determine the appropriateness of purchases.
- We found 4 local governments were not always acquitting their credit card transactions in a timely manner or in line with their own policy. The delays ranged from 7 business days later than required by the policy, to over 4 months. Timely acquittals help identify any erroneous or inappropriate payments.

While local governments were reviewing credit card usage, there was inconsistent reporting to Council

We found that all the local governments were reviewing the use of credit cards in some way, on a regular basis. We were pleased to note that the City of Rockingham and the Shire of Carnarvon recently audited their credit cards. Internal audits provide management with important insight into credit card usage and associated effectiveness of controls.

Reporting to Council on credit card expenditure was inconsistent as:

- half the local governments reported payment of the outstanding credit card balance
- the others reported individual purchases made on the credit card.

The latter approach clearly provides more transparent oversight of this expenditure as regular detailed review of all payments can help identify unusual card use. Councils interpreted Regulation 13 of the Local Government (Financial Management) Regulations 1996 inconsistently. This regulation requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis.

Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have amended policies and administrative systems or will improve practices for managing credit cards.

The City of Wanneroo agreed that in future credit cards will be cancelled when staff leave. The City advised that in the instances identified during our audit, although the cards had not been promptly cancelled with the bank, they had been promptly destroyed when the staff members resigned and that no transactions had been made using those cards.

Auditor General's Reports

Report number	2018 reports	Date tabled
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018

Office of the Auditor General Western Australia

7th Floor Albert Facey House
469 Wellington Street, Perth

Mail to:
Perth BC, PO Box 8489
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: info@audit.wa.gov.au

W: www.audit.wa.gov.au



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11.1.9 Audit Committee Terms of Reference

Location:	Nil
Applicant:	Nil
File Reference:	NAM6061
Disclosure of Interest:	Nil
Date:	20 June 2018
Author:	Consultant, Martin Whitely

Summary:

This report recommends that the Council notes the draft document to be tabled for further discussion at the next Audit Committee Meeting.

Background:

Section 7.1A of the Local Government Act requires local governments to establish Audit Committee of 3 or more persons. It is a condition of the Local Government Act 1995 that the Chief Executive Officer is not to be a member of the Audit Committee.

The purpose of the Audit Committee is to oversee the allocation of the local government's finances and resources including, but not limited to, such functions as the appointment of an auditor, receiving the annual financial report and reviewing the auditor's report.

Comment:

It is common practice for many smaller local authorities to appoint Full Council as the representatives to the Audit Committee and historically this has been the case for the Shire of Coolgardie.

Other responsibilities of the Audit Committee outlined with the Regulations include;

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

The draft Terms of Reference are prepared following the review of many Terms of Reference of Audit Committees of other local governments and the draft is consistent with the Local Government Operational Guidelines Number 09 – Audit in Local Government: The appointment, functions and responsibilities of Audit Committees (attached).

Attachments:

1. Draft Audit Committee Terms of Reference [11.1.9.1]
2. DLGC LG Operational Guideline 9 [11.1.9.2]

Consultation:

James Trail, Chief Executive Officer

Statutory Environment:

Local Government (Audit) Regulations 1996

Local Government (Administration) Regulations 1996

Local Government Act 1995

Division 1A — Audit committee

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
* *Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Policy Implications:

Nil

Financial Implications:

There are no financial implications relating to this item

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;

1. Notes the Draft Terms of Reference for the Audit Committee, and
2. Recommends that the Draft Terms of Reference be tabled for further discussion at the next Audit Committee Meeting on 10 July 2018, and
3. That the final Terms of Reference document is tabled for endorsement at the July Ordinary Council Meeting

COUNCIL RESOLUTION: #104/18

Moved: Councillor, B Logan

Seconded: Councillor, T Rathbone

That Council;

- 1. Notes the Draft Terms of Reference for the Audit Committee, and**
- 2. Recommends that the Draft Terms of Reference be tabled for further discussion at the next Audit Committee Meeting on 10 July 2018, and**
- 3. That the final Terms of Reference document is tabled for endorsement at the July Ordinary Council Meeting**

CARRIED ABSOLUTE MAJORITY 4/0



Audit Committee Terms of Reference

Objectives of the Audit Committee:

The primary objective of the Audit Committee (the Committee) is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire of Coolgardie (the Shire) in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of its finances and resources. The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the efficient and effective management of the Shire's financial and accounting systems and compliance with legislation.

The Audit Committee is to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting; effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The coordination of the internal audit function with the external audit; and
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

Powers of the Audit Committee

The Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The Committee will consist of a minimum of five (5) members. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required. All members shall have full voting rights.

An external person (if any) will have senior business or financial management/reporting knowledge and experience and be conversant with the financial and other reporting requirements. The evaluation and selection of potential members will be reviewed and endorsed by the CEO and the Committee presiding member. This will take into consideration the candidate's work experience and their likely ability to apply appropriate analytical, strategic financial and management skills, and a recommendation put to Council.

The nature of independence with regard to an external independent person is a person with no operating responsibilities with the Shire. Associations refer to commitment and paid services to the Shire, directly or indirectly, for example sporting clubs, regional committees and participation on other Council committees. The exclusion does not include ratepayers. The objective is to have the Committee approach its tasks objectively, maintain its independence also be seen to be independent.

Appointments of external persons shall be for a maximum of two years endorsed by the Council following public advertisement and the allocation of sufficient funds for meeting expenses. Members will be eligible for reappointment. The terms of the appointment should be arranged to align with the beginning of the Council year to ensure an orderly rotation and continuity of membership despite changes to the Council's elected representatives.

The CEO or their nominee is to attend all meetings to provide advice and guidance to the Committee. Other officers will attend where necessary. The CEO and officers are not members of the Committee.

Meetings

The Audit Committee shall meet at least four times a year in accordance with a schedule adopted and published by the Council. The schedule will be developed to coincide with Council reporting deadlines.

Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities

The duties and responsibilities of the Audit Committee will be to:

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;
- c) Develop and recommend to Council a list of those matters to be audited and the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor.
The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor at least once in each year and provide a report to Council on the matters discussed and outcome of those discussions;

- g) Liaise with the CEO to ensure that the local government does everything in its power to
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditors is received, whichever is the latest time.
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Review the appropriateness of any special internal audit assignments undertaken at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- o) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- p) Review the annual Compliance Audit Return and report to Council the results of that review, and
- q) Consider the CEO's reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council.



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 09 – Revised September 2013

Audit in Local Government

The appointment, function
and responsibilities of
Audit Committees

1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

- a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
- b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
- c) have a municipal fund and a separate and distinct trust fund (section 6.6).
- d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;
- c) a local government is to examine the report of the auditor and is to –
 - i. determine if any matters raised require action to be taken by the local government; and
 - ii. ensure that appropriate action is taken in respect of those matters;
- d) a local government is to –
 - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
 - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.
- e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;
- f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and
- g) a decision of the committee is to be made by simple majority.

Audit Committee Functions

The Regulations state that an audit committee –

Establishment of the Audit Committee

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;
- c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;
- d) an employee is not to be a member of the committee;
- e) is to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- f) may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act;
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- g) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the council the results of that review;
 - (ii) give a copy of the CEO's report to the council;

- (d) review the annual Compliance Audit Return and report to the council the results of that review, and
- (e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

3. Operation of Audit Committees

Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

Please note that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.

It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

- (i) an assessment of accounting procedures;
- (ii) an assessment of internal controls;
- (iii) an assessment of risk;
- (iv) compliance with the Act and associated regulations;
- (v) compliance with Council policies;
- (vi) performance assessments on the efficiency and effectiveness of operations;
- (vii) processes of the internal audit;
- (viii) outcomes of the external audit prior to issue of management and audit reports; and
- (ix) changes to accounting standards and legislation and the impact on the local government.

Membership

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

Operation of the Committee

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

Other Responsibilities

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17.) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

4. The External Audit

Appointment of the Auditor

The Act and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
 - a. a registered company auditor; or
 - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is –
 - a. a councillor or employee of the local government;
 - b. in debt to the local government for more than \$5,000;
 - c. a councillor or employee of a regional local government in which the local government is a participant;
 - d. a member of an incorporated association formed by the local government; or
 - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
 - i. the objectives of the audit;
 - ii. the scope of the audit;
 - iii. a plan for the audit;
 - iv. details of the remuneration and expenses to be paid to the auditor; and
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

Conduct of the Audit

The Act and Regulations provide that –

- a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
- b) the auditor is to form an opinion as to whether –
 - i. the accounts are properly kept; and
 - ii. the annual financial report –
 - is prepared in accordance with the financial records; and
 - represents fairly the results of the operations of the local government and its financial position at 30 June;
- c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
 - i. the mayor or president;
 - ii. the CEO of the local government; and
 - iii. the Minister;

- d) the report is to give the auditor's opinion on –
 - i. the financial position of the local government; and
 - ii. the results of the operation of the local government;
- e) the report is to include –
 - i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
 - iii. details of whether information and explanations were obtained;
 - iv. a report on the conduct of the audit; and
 - v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
- f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
- g) where the auditor considers that –
 - i. there is any error or deficiency in an account or financial report;
 - ii. any money paid from, or due to the local government has been, or may have been misapplied; or
 - iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and

- h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

- a) examine any critical matters raised in the reports that affect the financial position of the local government; and
- b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

Appendix 1

Model Terms of Reference – Audit Committees

Important: The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (*).

Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of *internal and external financial reporting;

- *effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- *the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, *internal auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.

*External persons appointed to the

committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least *quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

*The committee shall report annually to the Council summarising its activities during the previous financial year.

Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
- l) *Review the level of resources allocated to internal audit and the scope of its authority;
- m) *Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) *Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) *Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an

organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a

full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

Appendix 2

Model Minimum Standard Audit Specification

Important: The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

Term of Audit Appointment

For the financial years commencing 1 July through to 30 June..... (not more than 5 years)

Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- (a) the accounts are properly kept; and
- (b) the annual financial report –
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

- (a) the financial position of the local government; and
- (b) the results of the operation of the local government.

Include in his or her audit report –

- (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
- (c) details of whether information and explanations were obtained by the auditor;

- (d) a report on the conduct of the audit; and
- (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

Audit Methodology and Approach

Other requirements of the Auditor –

- (a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of his/her methodology;
- (d) The auditor is to provide the local government with a plan for the audit including –
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
 - the method to be used to communicate with, and provide advice and information to, the local government; and
- (e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
 - Rates revenue
 - Government grants
 - User pays revenue
 - Profit on sale of non-current assets
 - Other income
- (ii) Expenditure
 - Salary and wage costs
 - Depreciation
 - Materials and contract expenditure
 - Loss on sale of non-current assets
 - Insurances
 - Bad debts
 - Other expenditure
- (iii) Current Assets
 - Bank and short term investments
 - Receivables and prepayments
 - Inventory
- (iv) Non-Current Assets
 - Property, plant, furniture and equipment
 - Infrastructure and depreciation
 - Other receivables
- (v) Liabilities (Current and non-current)
 - Creditors and accruals
 - Loan borrowings including new loans raised
 - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

Termination of Appointment

The appointment as auditor is terminated if –

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- (c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- (d) the auditor resigns by notice in writing to Council; or
- (e) Council serves notice in writing to the auditor terminating the appointment.

Appendix 3

Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

Please note: Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,

monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

11.1.10 Monthly List of Municipal and Trust Fund Payments

Location:	Nil
Applicant:	Nil
File Reference:	NAM6053
Disclosure of Interest:	Nil
Date:	21 May 2018
Author:	Senior Finance Officer, Jade Tarasinski

Summary:

For council to receive the list of accounts for May 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:

1. May 2018 List of Payments [11.1.10.1]

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 May 2018 by the Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$807,357.10 on Municipal vouchers EFT14918 – EFT15067, cheques 52048 - 52056, and direct payments made during the month of May 2018.
2. Trust payments totalling \$1,753.40 on cheques 2174-2175 for the month of May 2018.
3. Credit Card payments totalling \$8,179.49 for the month of May 2018.

COUNCIL RESOLUTION: #105/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council, receive listing (attached) of accounts paid during the month of May 2018 by the Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$807,357.10 on Municipal vouchers EFT14918 – EFT15067, cheques 52048 - 52056, and direct payments made during the month of May 2018.
2. Trust payments totalling \$1,753.40 on cheques 2174-2175 for the month of May 2018.
3. Credit Card payments totalling \$8,179.49 for the month of May 2018.

CARRIED ABSOLUTE MAJORITY 4/0

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
52048	7 May 2018	Australian Services Union	Payroll deductions	\$54.90
52050	7 May 2018	Synergy	Lot 59 Bayley Street, Coolgardie	\$13.85
52051	7 May 2018	Water Corporation	Water Use, 6 utility bills	\$7,203.83
52052	18 May 2018	Australian Services Union	Payroll deductions	\$54.90
52054	18 May 2018	Synergy	Grouped Electricity, 7 utility bills including bulk group and streetlights	\$39,992.38
52055	18 May 2018	Telstra	Monthly Telstra landlines, 5 utility bills, including bulk landlines	\$3,741.06
52056	18 May 2018	Water Corporation	Home units at 59-61 Salmon Gum Road, Kambalda, service charges	\$214.38
				\$51,275.30

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
EFT14918	7 May 2018	Aflex Technology (W2) Limited	Replacement pump for inflatables	\$319.00
EFT14919	7 May 2018	Alu Glass	Repair broken window at Kambalda airport, Kambalda Depot and 3 Spinifex Road	\$614.90
EFT14920	7 May 2018	Aquatic Services Wa	Tapping bands x2	\$891.77
EFT14921	7 May 2018	Alliance Mineral Assets Ltd	Rates refund	\$128.97
EFT14922	7 May 2018	Bergmeier Earthmoving (Davenne Holdings Pty Ltd)	20 tonne garden quality soil delivered	\$1,600.00
EFT14923	7 May 2018	Bt Premise Services	Asset inspection	\$2,222.66
EFT14924	7 May 2018	Bunnings Buildings Supplies	Materials for the Cool Rec Centre for Storm Damage	\$665.08
EFT14925	7 May 2018	Burke Air Pty Ltd	Technician labour	\$949.99
EFT14926	7 May 2018	Cabcharge	Cabcharge, account keeping fee	\$6.00
EFT14927	7 May 2018	Cardajam Pty Ltd (Kalgoorlie Mitre 10)	Supply retic fittings and secateurs	\$193.46
EFT14928	7 May 2018	Centurion Transport	Freight charges, Sigma chemicals	\$385.61
EFT14929	7 May 2018	Chemcentre	Sample cwwtp waste water as per licence conditions	\$704.00
EFT14930	7 May 2018	Cjd Equipment Pty Ltd	Transmission filter	\$276.21
EFT14931	7 May 2018	Coastal Midwest Transport Pty Ltd	Freight charges, chlorine pod	\$348.37
EFT14932	7 May 2018	Complete Occ Health	Pre-employment medical and drug screen	\$145.00
EFT14933	7 May 2018	Covs Parts Pty Ltd	Supply round 7 pin metal trailer plug for colorado ute	\$727.29
EFT14934	7 May 2018	Conscious Living Pilates	Circuit classes coverage in March 2018	\$600.00
EFT14935	7 May 2018	Dormakaba Australia Pty Ltd	Service Fee for Automatic Door	\$126.50
EFT14936	7 May 2018	Eagle Petroleum (Wa) Pty Ltd	Engine oil	\$286.00
EFT14937	7 May 2018	Emerge Technologies	Labour for ICT Project Tender RFT05-07	\$51,254.40
EFT14938	7 May 2018	Fiesta Canvas	Remove sails for winter storage	\$2,640.00
EFT14939	7 May 2018	Foxtel Management Pty Ltd Foxtel	Monthly foxtel for the Kambalda gym	\$105.00
EFT14940	7 May 2018	Gencon Civil Pty Ltd	Widening of the road formation and bitumen surface on both sides of Serpentine Road and applying a teo coat bitumen surface on both sides from Gordon Adams Road	\$20,711.35
EFT14941	7 May 2018	Georgia Murray	Supplies for the Kambalda Recreation kitchen needed for the school holiday program	\$49.00
EFT14942	7 May 2018	Golden City Motors	Service Holden Cruze	\$655.70
EFT14943	7 May 2018	Goldfields Electrical Contractors Pty Ltd	Timer repair and globe replacement for KCRF outdoor lighting	\$2,180.00
EFT14944	7 May 2018	Goldfields Locksmiths	Keys	\$1,233.00
EFT14945	7 May 2018	Goldfields Truck Power Pty Ltd	Smooth & multi drum rollers	\$4,078.50
EFT14946	7 May 2018	Goldline	Cleaning supplies for the Kambalda Community Recreation Facility	\$695.53
EFT14947	7 May 2018	Goodnews Newsagency	Community Strategic Plan 2018 Clip boards and pens	\$37.25
EFT14948	7 May 2018	Hampton Transport Service	Transport of Small roller Coolgardie - Perth - Return	\$4,620.00
EFT14949	7 May 2018	Heatley Industrial, Safety & Packaging - Heatley Sales Pty Ltd	Protective clothing	\$1,155.64
EFT14950	7 May 2018	Hersey Jr & A	Air line fittings for use on all plant	\$311.68
EFT14951	7 May 2018	It Vision	GDA upgrade	\$495.00
EFT14952	7 May 2018	Jason William Cleeland	Kambalda Community Recreation Facility Repairs, dishwasher and repairs in the women's toilet	\$688.05
EFT14953	7 May 2018	Kalgoorlie Boulder Visitor Centre Inc	9 Unit Advert in Kalgoorlie Holiday Planner Coolgardie	\$6,000.00
EFT14954	7 May 2018	Kalgoorlie Furniture	Ridge Queen bed and Premium Commercial Mattress for 11 Goodenia Court, Kambalda West	\$1,058.00
EFT14955	7 May 2018	Kambalda East Deli	Catering for 20 March 2018 workshop	\$450.00
EFT14956	7 May 2018	Kambalda Handyman & Mechanical Contracting	Please remove mens toilet block at Kambalda depot	\$2,312.20
EFT14957	7 May 2018	Kec Electrical Contractors	Electrical Fire System Fault	\$1,996.50
EFT14958	7 May 2018	Kleenheat Gas Pty Ltd	Kambalda Recreation Centre, bulk gas refill	\$4,549.72
EFT14959	7 May 2018	Kalgoorlie Tyrepower	Supply new tyres for Cat 12M grader	\$6,386.00
EFT14960	7 May 2018	Kambalda Tilt Tray & Transport	Removal of Abandoned Vehicles x 2	\$120.00
EFT14961	7 May 2018	Landgate	SLIP Subscription Services	\$3,312.94
EFT14962	7 May 2018	Leesa Treen	Fuel costs and cab charges	\$101.74
EFT14963	7 May 2018	Lg Corporate Solutions Pty Ltd	Various finance including Rates reconciliation, admin allocation, trus reconciliation, payroll, Site visits from Jan, Feb & March and reimbursement of flights	\$44,220.34
EFT14964	7 May 2018	Little Industries	20 tonne blue metal, 20 tonne - Yellow/Cream Sand	\$2,420.00
EFT14965	7 May 2018	Lnb Electronics	Unit refurbishing for glass washer damaged due to vermin abuse	\$1,540.00
EFT14966	7 May 2018	Market Creations	CRC monthly website hosting for April 2018	\$33.00
EFT14967	7 May 2018	Mia Hicks Consulting	Design and printing for Shire of Coolgardie community strategic plan	\$4,435.20
EFT14968	7 May 2018	Mister Signs	4 x signs including posts & brackets	\$2,002.00
EFT14969	7 May 2018	Nowlan Grading	250 hours grader hire	\$6,897.00
EFT14970	7 May 2018	Online Business Equipment	Upgrade to papercut	\$1,402.50
EFT14971	7 May 2018	Outback Energy Supply	Power supply ordered for KCRF as solar panel system is not working	\$1,460.25
EFT14972	7 May 2018	Planet Pet And Aquarium	Dog beds	\$155.60
EFT14973	7 May 2018	Plum Cafe At The Park	Lunch from Plum Cafe for School holiday Program	\$196.00
EFT14974	7 May 2018	Pmh Electrical Contracting Services Pty Ltd	Investigate & repair Exeloo toilet	\$365.75
EFT14975	7 May 2018	Prime Corporation Wa Pty Ltd	CEH & Binneringie Road intersection: 85% Drawings	\$2,420.00

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
EFT14976	7 May 2018	Protector Pest Control	2 week mosquito fogging program Fogging Coolgardie & Termite Treatment in various properties including Kambalda Pool	\$15,422.00
EFT14977	7 May 2018	Resources Trading Hub	Supply garden tools and lifting slings	\$1,101.64
EFT14978	7 May 2018	Reynolds Graphics	Coolgardie Brochures (8000)	\$3,025.00
EFT14979	7 May 2018	Rmm Carpet Cleaning	HWE of carpets in function room 3 at the Rec Centre	\$121.00
EFT14980	7 May 2018	Rsa Works	Technical Services Works for April 2018	\$16,274.50
EFT14981	7 May 2018	Ray White Real Estate	Payment of bond \$1200 and 2 weeks rent \$600 at 11 Wildflower Crt	\$1,800.00
EFT14982	7 May 2018	Sigma Chemicals	Pool Magic Chlorine low residue	\$940.50
EFT14983	7 May 2018	Shilton Building	Maintenance and upkeep of building and collections	\$2,475.00
EFT14984	7 May 2018	Taps Industries Pty Ltd	Tender# 06/16. Work carried out at Coolgardie WWTP consists 20 invoices	\$60,152.50
EFT14985	7 May 2018	Toll Ipec Pty Ltd	Freight charges	\$57.46
EFT14986	7 May 2018	Tquip	Supply blower head impella blade	\$829.80
EFT14987	7 May 2018	Waterman Irrigation Pty Ltd	Site visit to Coolgardie	\$1,199.00
EFT14988	7 May 2018	Westrac Pty Ltd	500 hour service kit	\$575.21
EFT14989	7 May 2018	Wml Consultants Pty Ltd	Jobson and Renou Intersection Designs	\$1,100.00
EFT14990	7 May 2018	Woolworths Group Limited	Supplies for Kambalda Holiday programs	\$171.73
EFT14991	7 May 2018	Wormald Fire Systems	Monthly Inspection and Testing of Fire System	\$781.28
EFT14992	17 May 2018	Australian Taxation Office	March 2018 BAS	\$142,449.00
EFT14993	18 May 2018	Air Liquide	April 2018 gas cylinders	\$106.11
EFT14994	18 May 2018	Ampac Debt Recovery (Wa) Pty Ltd	Commissions and costs for the month of April 2018	\$6,086.38
EFT14995	18 May 2018	Aquatic Services Wa	Scope of works Kambalda Pool	\$54,670.00
EFT14996	18 May 2018	Australia Post	April 2018 Australia Post charges	\$293.07
EFT14997	18 May 2018	Australian Communications And Media Authority	Broadcasting Retransmission, Saumarez Street, Coolgardie mast.	\$44.00
EFT14998	18 May 2018	Bergmeier Earthmoving (Davenne Holdings Pty	Supply and Deliver gravel, sand, water cart across numerous roads	\$23,419.22
EFT14999	18 May 2018	Bernadini Pty Ltd (Lsa Oils)	Engine oil for service	\$118.94
EFT15000	18 May 2018	Boc Limited	April 2018 Cylinder Fees	\$225.57
EFT15001	18 May 2018	Boq Asset Finance & Leasing Pty Limited	April 2018 Printer Charges for Kambalda & Coolgardie	\$6,483.17
EFT15002	18 May 2018	Bp Australia Limited	April 2018 BP Bulk Fuel	\$4,420.43
EFT15003	18 May 2018	Bryan And Cynthia Parisissons Transport	Hire of cat loader at Kambalda refuse site total of 4 invoices	\$11,319.00
EFT15004	18 May 2018	Built By Geoff Fencing	Please replace rails	\$748.00
EFT15005	18 May 2018	Bunnings Buildings Supplies	Supply 1 x pallet of rapid set concrete	\$1,204.39
EFT15006	18 May 2018	Caltex Australia	April 2018 Caltex Bulk Fuel	\$6,852.02
EFT15007	18 May 2018	Covs Parts Pty Ltd	Supply bucket of high tensile bolts for use on all plant	\$1,280.95
EFT15008	18 May 2018	Coyle'S Mower & Chainsaw Centre	Stihl chainsaw bar oil 20 ltr drum	\$899.00
EFT15009	18 May 2018	Curtain Villa	5 meters of material for the Museum display	\$115.01
EFT15010	18 May 2018	Digital Mapping Solutions	GIS consulting Services to draw rubbish collection days and add to intramaps	\$451.00
EFT15011	18 May 2018	Francesca Lefante, Milbridge	January and February 2018 Planning Services	\$21,312.50
EFT15012	18 May 2018	Gms Security	Repairs to Rec Centre faulty Playground Camera CCTV	\$1,246.00
EFT15013	18 May 2018	Goodnews Newsagency	April 2018 daily newspapers for the Shire of Coolgardie	\$143.10
EFT15014	18 May 2018	Harvey Norman Av/lt Superstore Kalgoorlie	Vacumn Cleaner Bags for Coolgardie	\$23.00
EFT15015	18 May 2018	Heatley Industrial, Safety&Packaging - Heatley Sales Pty Ltd	Soft Shell Jacket	\$166.26
EFT15016	18 May 2018	High Standard Security	Annual maintenance service report	\$1,811.70
EFT15017	18 May 2018	Holcim (Australia) Pty Ltd	Stabilised sand & environmental levy includes delivery to Ladyloch Road Coolgardie	\$4,567.20
EFT15018	18 May 2018	It Vision	Pensioner Work	\$1,100.00
EFT15019	18 May 2018	J. Blackwood & Son Limited	Hi vis reflective yellow tape	\$156.27
EFT15020	18 May 2018	Jason William Cleeland	Coolgardie Men's Shed Water Tank/stand pipe (anti vandal valves)	\$885.50
EFT15021	18 May 2018	Kalgoorlie Retravisoin	Washing machine for 11 Goodenia Court	\$1,000.00
EFT15022	18 May 2018	Kambalda East Deli	Catering for 8 May 2018 - Briefing Session	\$180.00
EFT15023	18 May 2018	Kleenheat Gas Pty Ltd	Delivery of gas bottle to 1 Gimlet Court	\$125.50
EFT15024	18 May 2018	Kmart Australia	Numerous items for April, housing and pingo etc	\$417.00
EFT15025	18 May 2018	Kalactive	Kal Active- Crossfit Kids School Holiday Program	\$100.00
EFT15026	18 May 2018	Kalgoorlie Tyrepower	Repair puncture for Hamm roller	\$225.00
EFT15027	18 May 2018	Kambalda Tilt Tray & Transport	Removal of abandoned vehicles x 2	\$120.00
EFT15028	18 May 2018	Landgate	Valuation rolls, mining tenements	\$14,997.70
EFT15029	18 May 2018	Marketforce	Notice for Bob Kippin	\$314.93
EFT15030	18 May 2018	Mcleods Barristers And Solicitors	Road construction and maintenance agreement, other legal advice	\$12,108.91
EFT15031	18 May 2018	Mia Hicks Consulting	Mia Hicks Consulting Services April 2018	\$5,181.00
EFT15032	18 May 2018	Mister Signs	Diamond Grade reflective street signs with brackets	\$4,950.00
EFT15033	18 May 2018	Madaline Keast	Reimbursement for Pool Lifeguard Course	\$275.00
EFT15034	18 May 2018	Mine Ag Fleet Hire	Tyred Roller Hire April 2018	\$1,842.50
EFT15035	18 May 2018	Netsight Pty Ltd	Myosh monthly subscription for May 2018	\$326.70
EFT15036	18 May 2018	Neverfail Springwater Ltd	Springwater for the Kambalda Office	\$80.40
EFT15037	18 May 2018	Nowlan Grading	Supply grader and operator for 60 hours on lady loch road in Coolgardie	\$14,520.00

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
EFT15038	18 May 2018	Office National	Stationary for the Coolgardie Community Resource Centre	\$116.81
EFT15039	18 May 2018	Pacific Brands Workwear Group Pty Ltd	Corporate uniform	\$253.31
EFT15040	18 May 2018	Pool Robotic Perth	Kambalda Wave 75 wonder brush rings	\$830.35
EFT15041	18 May 2018	Protector Pest Control	Coolgardie oval ablution toilets - termite control	\$14,729.00
EFT15042	18 May 2018	Ramp Champ	PVI Aluminium Single Fold Threshold Ramp	\$622.00
EFT15043	18 May 2018	Receptive Security	2 x visits to site, labor and replacing 11 batteries in total	\$772.00
EFT15044	18 May 2018	Red Dot	Mother's Day Craft Items	\$50.00
EFT15045	18 May 2018	Reed Exploration Pty Ltd	Dead Tenement Refund	\$1,144.98
EFT15046	18 May 2018	Resources Trading Hub	Gieger precision drill vice for Coolgardie pedestal drill in workshop	\$299.20
EFT15047	18 May 2018	Rmm Carpet Cleaning	April 2018 cleaning of East, West and Depot	\$3,520.00
EFT15048	18 May 2018	Robert Abraham Yare	Rent 22 Everlasting Crescent, Kambalda West	\$1,520.00
EFT15049	18 May 2018	Royal Life Saving Society Of Western Australia	Lifeguard polos	\$643.00
EFT15050	18 May 2018	Sandra Opray	Mileage claim as per contract	\$248.00
EFT15051	18 May 2018	Southern River Services	Remove trees at Montanna homes that are dangerous	\$2,860.00
EFT15052	18 May 2018	Sportspower Kalgoorlie	Uniform	\$620.00
EFT15053	18 May 2018	Suez Environmental (Sita)	April 2018 monthly waste disposal, Residential and Commercial	\$16,988.20
EFT15054	18 May 2018	Scolark Pty Ltd T/A Goldfields Party Central And Goldfields Weddings & Events	Wristbands for the Goldfields Giants State Basketball League Game	\$230.00
EFT15055	18 May 2018	Shilton Building	Maintenance on Coolgardie Recreation Centre, including showers, bathrooms, kitchen doors	\$4,172.53
EFT15056	18 May 2018	Taps Industries Pty Ltd	Supply and install 1 x 3 phase power aerator for sewer pond involving 11 invoices for tender	\$29,950.50
EFT15057	18 May 2018	Threat Protect	Installation of GPRS unit at the Kambalda Admin Office	\$550.00
EFT15058	18 May 2018	Toll Ipec Pty Ltd	Freight charges, pool	\$39.64
EFT15059	18 May 2018	Toni Goder Financial Modelling Pty Ltd	Reporting System	\$3,003.00
EFT15060	18 May 2018	Wa Country Health Service	April 2018 Kambalda Medical Centre Lease	\$2,180.25
EFT15061	18 May 2018	Wa Local Government Association - Walga	Attendance at Goldfields Waste Summit Workshop	\$70.00
EFT15062	18 May 2018	Wa Traffic Planning	Traffic Management Plan for Salmon Gum Rd	\$385.00
EFT15063	18 May 2018	Westrac Pty Ltd	Service kit for Cat loader	\$787.35
EFT15064	18 May 2018	Woolworths Group Limited	Starters for basketball sponsor area	\$941.48
EFT15065	18 May 2018	Ymca Wa Kalgoorlie	Coolgardie Children's Program held at the YMCA	\$176.00
EFT15066	23 May 2018	Drilling Australia Pty Ltd	Dewatering drilling at kambalda pool	\$14,800.50
EFT15067	23 May 2018	Technology One Limited	Create Landgate module and slip download modifications	\$2,255.00
				\$756,081.80

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
2174	29 May 2018	Public Transport Authority Of Western	Transwa Tickets For April 2018	\$1,294.98
2175	29 May 2018	Shire Of Coolgardie	Transwa April 2018	\$458.42
				\$1,753.40

Shire of Coolgardie
Payments by Delegated Authority
1 May 2018 to 31 May 2018

Chq/EFT	Date	Name	Description	Amount
DD5664.1	8 May 2018	North Superannuation	Payroll deductions	\$638.15
DD5664.2	8 May 2018	Wa Local Government Superannuation	Superannuation contributions	\$9,259.52
DD5664.3	8 May 2018	Bt Super For Life - Savings Account	Superannuation contributions	\$616.90
DD5664.4	8 May 2018	Australian Super	Superannuation contributions	\$1,959.44
DD5664.5	8 May 2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$295.43
DD5664.6	8 May 2018	Tasplan Super	Superannuation contributions	\$229.69
DD5664.7	8 May 2018	Twu Super	Superannuation contributions	\$211.27
DD5664.8	8 May 2018	First Choice Employer Super	Superannuation contributions	\$205.22
DD5664.9	8 May 2018	Rest Superannuation	Superannuation contributions	\$353.81
DD5666.1	22 May 2018	Amp Signaturesuper	Superannuation contributions	\$206.37
DD5690.1	22 May 2018	North Superannuation	Payroll deductions	\$642.41
DD5690.2	22 May 2018	Rest Superannuation	Superannuation contributions	\$355.10
DD5690.3	22 May 2018	Wa Local Government Superannuation	Superannuation contributions	\$9,809.24
DD5690.4	22 May 2018	Bt Super For Life - Savings Account	Superannuation contributions	\$562.98
DD5690.5	22 May 2018	Australian Super	Superannuation contributions	\$2,018.60
DD5690.6	22 May 2018	Nowlan Superannuation Fund Pty Ltd	Superannuation contributions	\$306.58
DD5690.7	22 May 2018	Amp Signaturesuper	Superannuation contributions	\$210.87
DD5690.8	22 May 2018	Tasplan Super	Superannuation contributions	\$230.33
DD5690.9	22 May 2018	Twu Super	Superannuation contributions	\$211.77
DD5690.10	22 May 2018	First Choice Employer Super	Superannuation contributions	\$205.22
				\$28,528.90

Shire of Coolgardie
Payments by Delegated Authority
May 2018- May 2018

Reference	Date	Description	Value	Card
JLT100806	18-April-2018	Interflora Flowers W Flowers for Noeline Poke	\$158.50	855
	20-April-2018	Adobe Acropro Subs Computer Subscription	\$22.65	855
	23-April-2018	Qantas Airways Ltd Francesca Flight	\$270.99	855
	23-April-2018	St John Ambulance Aust Kathy Brooking Training	\$199.00	855
	30-April-2018	Monty/S Restaurant CEO Meal Meeting	\$49.50	855
	30-April-2018	The Coffee Club Klgr CEO Meal Meeting	\$71.85	855
	01-May-2018	Avenue Hotel Canberra Shire President & CEO	\$823.77	855
	02-May-2018	Virgin Aust Shire President/CEO Canberra	\$120.79	855
	02-May-2018	Paypal *Megamusica Kambalda KCRF PA System	\$562.61	855
	02-May-2018	Virgin Aust Shire President/CEO Canberra	\$20.36	855
	02-May-2018	Virgin Aust Shire President/CEO Canberra	\$1,566.00	855
	02-May-2018	Virgin Aust Shire President/CEO Canberra	\$994.00	855
	02-May-2018	Virgin Aust Shire President/CEO Canberra	\$12.92	855
	02-May-2018	Amoma.Com Hotels Canberra CEO/Shire President	\$668.31	855
	03-May-2018	Apartmentsofmelbourne CEO Course Melbourne	\$96.05	7187
	03-May-2018	503399Flightcentre.Com Keith Flights	\$816.84	855
	03-May-2018	Civeo Pty Ltd Auditors	\$396.62	855
	03-May-2018	Civeo Pty Ltd Auditors	\$396.62	855
	03-May-2018	Civeo Pty Ltd Auditors	\$396.62	855
	07-May-2018	Adobe Acropro Subs	\$113.25	855
	07-May-2018	Civeo Pty Ltd	-\$130.90	855
	07-May-2018	Civeo Pty Ltd	-\$130.90	855
	07-May-2018	Civeo Pty Ltd	-\$130.90	855
	07-May-2018	Civeo Pty Ltd Martin Accommodation	\$264.41	855
	07-May-2018	503399Flightcentre.Com Keith Flights	\$705.63	855
	07-May-2018	503399Flightcentre.Com Keith Flights	\$705.63	855
	09-May-2018	Civeo Pty Ltd Auditors	\$396.62	855
	14-May-2018	Uber *Trip C3Wgl CEO Has been paid back to the Shire	\$40.87	855
	14-May-2018	Uber *Trip C3Wgl CEO Has been paid back to the Shire	\$37.70	855
	14-May-2018	Uber *Trip C3Wgl CEO Has been paid back to the Shire	\$16.96	855
	15-May-2018	Uber *Trip C3Wgl CEO Has been paid back to the Shire	\$15.38	855
JLT112106	18-May-2018	Civeo Francesca Accommodation	\$381.63	855
	18-May-2018	Virgin Mia/Laura Economic Conference Perth	\$597.67	855
	21-May-2018	Virgin Noeline Cullen Flights Canberra	\$1,337.15	855
	21-May-2018	Australian Local Government Subscription	\$1,359.00	855
	21-May-2018	Adobe Computer Subscriptions	\$22.65	855
	21-May-2018	Qantas Laura DwyerEconomic Conference Perth	\$500.22	855
	25-May-2018	DWER - Coolgardie Sewerage Licence fees	\$1,780.00	855
	28-May-2018	Queen Bees CEO Refreshment	\$15.00	855
	28-May-2018	Virgin Noeline Cullen Flights Canberra	\$70.00	855
	30-May-2018	Asam CEO training melbourne	\$1,000.00	855

May-18

Payments directly to Shire of Coolgardie	\$ -
Payments to AMPAC debt recovery	\$ 2,604.72
Total received	\$ 2,604.72

Commissions	\$ 177.46
Costs	\$ 3,353.16
Total Paid to Ampac	\$ 3,530.62

11.1.11 Financial Activity Statement For The Period Ended 31 May 2018

Location:	Nil
Applicant:	Nil
File Reference:	NAM6054
Disclosure of Interest:	Nil
Date:	21 June 2018
Author:	Martin Whitely, Consultant

Summary:

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 May 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 monthly 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:

1. Management Report - May 2018 [11.1.11.1]
2. Monthly Financials - May 2018 [11.1.11.2]

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 the Monthly Financial Activity Statement for the period 1 July 2017 to 31 May 2018 be received.

COUNCIL RESOLUTION: #106/18

Moved: Councillor, B Logan

Seconded: Councillor, S Botting

That the Monthly Financial Activity Statement for the period 1 July 2017 to 31 May 2018 be received.

CARRIED ABSOLUTE MAJORITY 4/0

Shire of Coolgardie
Management Report – Monthly Financials for period ended 31 May 2018

PENDING / OUTSTANDING ITEMS

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Payroll	Suspense Account	Jan 2018	Payroll Suspense account out of balance for the period Dec 17 – Mar 18.	Payroll Suspense account must reconcile after each fortnightly payroll is processed	HIGH	Pending	All transactions for Jan 18 – Mar 18 have now been rectified. IT Vision are waiting on the backup for December 2017 to be completed by Emerge to allow Dec 17 transactions to be processed.	June 2018
Depreciation	Reconciliation	Dec 2017	Depn movement in the Statement of Financial Position agrees to the Asset Register, however the YTD depn expense in Asset Register varies to the GL	Investigation of transactions within the general ledger	MEDIUM	Pending	Reconciliation still to be completed. Will be addressed at year end with the calculation of the new road fair valuations to completed for the 2017/18 annual financial statements.	July/August 2018
Debtors	Negative Balances	May 2018	For the month ending May 2018 there were negative debtors balances of \$25,528	Investigate the existing negative balances	MEDIUM	Pending	Debtor balances need to be reconciled to ensure if the existing negative balances are the result of (1) processing errors or (2) invoices being overpaid	June/July 2018
Debtors	Outstanding Balances	May 2018	Outstanding Debtors balance is currently \$248,569 & it does appear that outstanding debtors are not being followed up in a timely manner.	Outstanding debtors to be followed, particularly those sitting in 90+ days.	MEDIUM	Pending	Of the \$248,569 outstanding balance a significant concern is that \$202,063 or 81% of the outstanding balance is now sitting in 90+ days.	June/July 2018

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
Debtors	Provision for Doubtful Debts	May 2018	The current provision for doubtful debts is \$1,924,556. This amount needs to be reduced in light of the above information for the outstanding debtors.	The provn for doubtful debts is adjusted to reflect the likelihood of currently balances not being received.	MEDIUM	Pending	Provision for doubtful debts to be reviewed and amended as required during the finalisation of year end processes.	June/July 2018

ONGOING / CLOSED ITEMS TO BE MONITORED

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
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	All insurance costs for 2017/18 financial year have now been allocated to the general ledger.	June 2018
Business Activity Statement	Reconciliation	Nov 2017	Noted 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	Closed / Ongoing	All BAS statements have been lodged and GST, PAYG and ATO Liability accounts reconciled. It is now simply a matter of keeping on top of the BAS and ensuring that the BAS and associated accounts are reconciled on a monthly basis.	May 2018
Subsidiary Ledgers	Trust 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 & reviewed by senior management	MEDIUM	Closed / Ongoing	Item Tabled in Agenda seeking Council endorsement to transfer funds out of the trust account & reconcile back to the ledger and control accounts.	May 2018

Topic	Matter Raised	Date Identified	Explanation	Action Required	Priority	Status	Comment	Projected Completion
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	Closed / Ongoing	Accounts are monitored on a monthly basis and transaction re-allocated as required. Further training required in this area and will be addressed as part of the 2018/19 budget process.	May 2018
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. Bank reconciliation to be monitored by several staff.	March 2018
Funding Surplus	Audit	Oct 2017	Budgeted Opening Surplus differs to the 2016/17 audited Annual Report.	Opening surplus positioned monitored during final audit	HIGH	Closed	The audited Opening Surplus was addressed during the budget review process.	March 2018
Credit Cards	General	Mar 2018	Noted that on occasions there was a lack of sufficient supporting documentation	All credit card transactions must be accompanied by supporting documentation	HIGH	Closed / Ongoing	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	General ledger expense accounts with a Job No. are used to allocate income against the accounts	Income and Expenditure to be entered to separate GL accounts	HIGH	Closed / Ongoing	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 May 2018

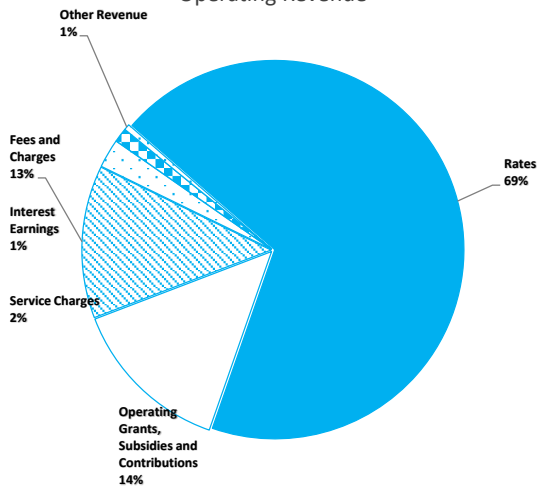
LOCAL GOVERNMENT ACT 1995
 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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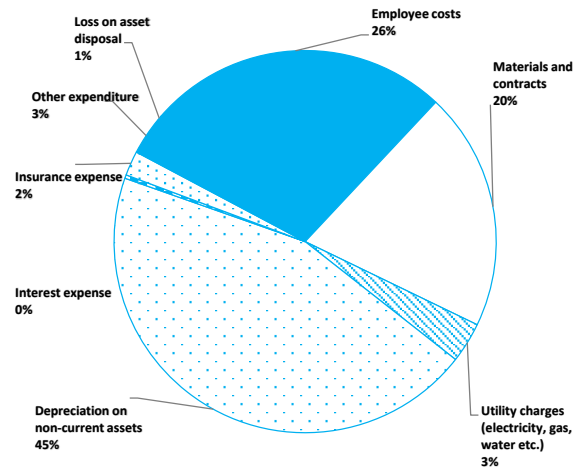
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Shire of Coolgardie
Information Summary
For the Period Ended 31 May 2018

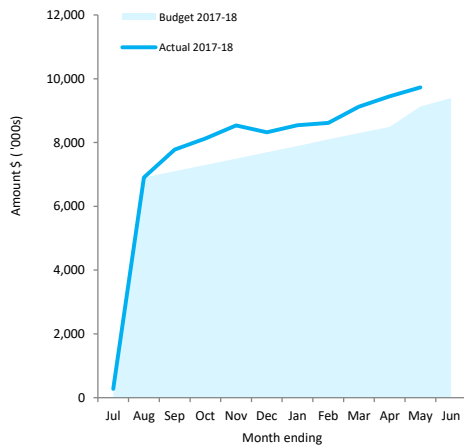
Operating Revenue



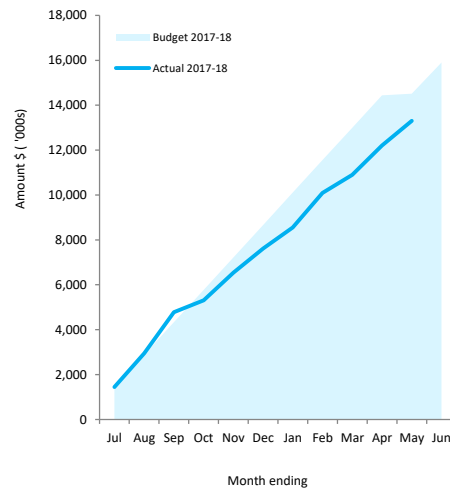
Operating Expenditure



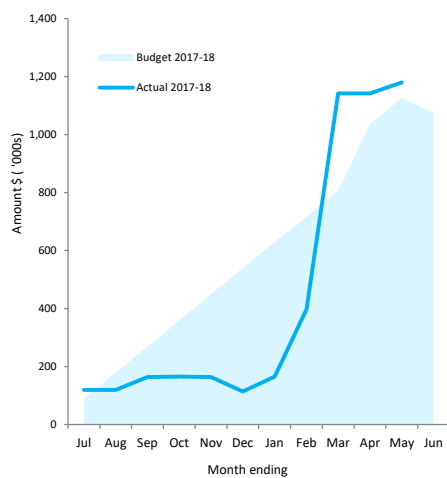
Budget Operating Revenues -v- YTD Actual



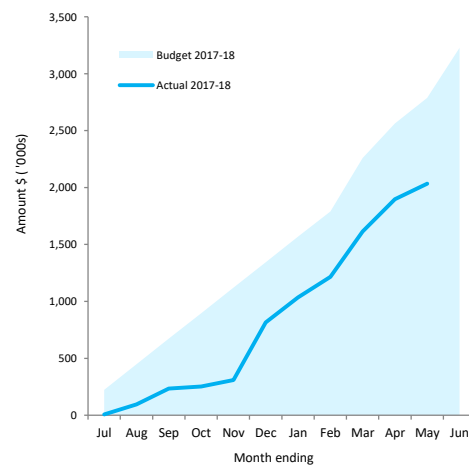
Budget Operating Expenses -v- YTD Actual



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 May 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	7,270,575	7,244,309	(26,266)	(%)	▼
Governance		9,500	9,500	8,701	20,974	12,273	141%	▲
Law, Order, Public Safety		24,735	24,735	22,649	22,738	89	0%	▲
Health		0	0	0	6,457	6,457	100%	▲
Education and Welfare		239,329	239,329	219,362	254,375	35,013	16%	▲
Housing		90,500	90,500	82,940	107,459	24,519	30%	▲
Community amenities		965,977	1,015,080	943,686	1,096,783	153,097	16%	▲
Recreation and Culture		244,687	266,622	203,055	198,424	(4,631)	(2%)	▼
Transport		67,512	254,684	233,464	546,675	313,211	134%	▲
Economic Services		44,156	199,814	144,230	189,793	45,563	32%	▲
Other Property and Services		0	0	0	39,551	39,551	100%	▲
		8,879,818	9,394,320	9,128,662	9,727,537	598,875	7%	
Expenditure from operating activities								
General Purpose Funding		(219,815)	(219,815)	(201,465)	(197,645)	3,821	2%	▲
Governance		(1,851,490)	(1,880,990)	(1,705,814)	(1,652,363)	53,451	3%	▲
Law, Order, Public Safety		(325,891)	(225,891)	(206,954)	(140,330)	66,624	32%	▲
Health		(179,493)	(169,493)	(153,517)	(110,646)	42,871	28%	▲
Education and Welfare		(300,323)	(300,323)	(275,231)	(202,973)	72,258	26%	▲
Housing		(240,378)	(240,378)	(220,220)	(216,041)	4,179	2%	▲
Community Amenities		(1,645,204)	(1,705,204)	(1,562,902)	(1,395,980)	166,922	11%	▲
Recreation and Culture		(2,843,524)	(2,653,524)	(2,432,013)	(2,365,903)	66,110	3%	▲
Transport		(8,995,512)	(7,610,512)	(6,976,046)	(6,026,897)	949,149	14%	▲
Economic Services		(659,361)	(835,019)	(726,350)	(717,941)	8,409	1%	▲
Other Property and Services		(67,010)	(59,010)	(53,900)	(276,033)	(222,133)	(412%)	▼
		(17,328,000)	(15,900,159)	(14,514,412)	(13,302,752)	1,211,660		
Operating activities excluded from budget								
Add back Depreciation		8,592,971	7,292,971	6,509,282	5,959,923	(549,359)	(8%)	▼
Adjust (Profit)/Loss on Disposal		125,153	25,153	114,719	9,292	(105,427)	(92%)	▼
Amount attributable to operating activities		269,942	812,285	1,238,251	2,394,000	1,155,749		
Investing activities								
Grants, Subsidies and Contributions		1,074,748	1,074,748	1,036,254	1,179,831	143,577	14%	▲
Proceeds from Disposal of Assets	3	314,500	364,500	288,292	349,073	60,782	21%	▲
Land & Buildings		(236,500)	(225,560)	(203,440)	(76,613)	126,827	62%	▲
Furniture & Equipment	3	0	(20,026)	0	(21,546)	(21,546)	(100%)	▼
Plant & Equipment	3	(320,000)	(366,720)	(299,750)	(134,316)	165,434	55%	▲
Roads	3	(1,573,733)	(1,923,733)	(1,775,808)	(1,479,024)	296,784	17%	▲
Drainage	3	(90,000)	(90,000)	(82,500)	(4,607)	77,893	94%	▲
Parks & Ovals	3	(385,000)	(385,000)	(352,891)	(232,615)	120,276	34%	▲
Footpaths	3	(80,000)	(80,000)	(73,326)	(2,278)	71,048	97%	▲
Sewerage	3	0	(70,000)	0	(63,635)	(63,635)	(100%)	▼
Infrastructure Other	3	0	(65,700)	(11,000)	(18,969)	(7,969)	(100%)	▼
Amount attributable to investing activities		(1,295,985)	(1,787,491)	(1,474,169)	(504,698)	969,471		
Financing activities								
Transfer from Reserves	7	723,735	930,655	0	0	0	0%	
Repayment of Debentures	9	(337,408)	(2,128,168)	(309,291)	(337,408)	(28,118)	(9%)	▼
Transfer to Reserves	7	(1,753,533)	(337,408)	0	0	0	0%	
Amount attributable to financing activities		(1,367,206)	(1,534,921)	(309,291)	(337,408)	(28,118)		
Closing Funding Surplus(Deficit)	2	0	(0)	1,848,040	3,925,521			

▲ ▼ 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 May 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	6,707,676	6,707,974	298	0%	▲
Operating grants, subsidies and contributions		771,076	1,167,581	1,150,552	1,346,367	195,815	17%	▲
Fees and charges		1,165,623	1,465,408	1,068,320	1,267,249	198,929	19%	▲
Interest earnings		206,469	206,469	189,255	239,570	50,315	27%	▲
Other revenue		11,525	1,525	10,560	117,473	106,913	1012%	▲
Profit on disposal of assets		2,512	42,512	2,299	48,904	46,605	2027%	▲
		8,879,818	9,394,320	9,128,662	9,727,537	598,875		
Expenditure from operating activities								
Employee costs		(4,093,733)	(3,833,736)	(3,752,265)	(3,404,616)	347,649	9%	▲
Materials and contracts		(3,111,558)	(3,283,713)	(2,850,959)	(2,684,671)	166,288	6%	▲
Utility charges (electricity, gas, water etc.)		(603,402)	(603,402)	(552,871)	(454,712)	98,159	18%	▲
Depreciation on non-current assets		(8,592,971)	(7,292,971)	(6,509,282)	(5,959,923)	549,359	8%	▲
Interest expense		(48,229)	(48,229)	(44,198)	(39,505)	4,693	11%	▲
Insurance expense		(298,496)	(298,496)	(273,603)	(276,820)	(3,217)	(1%)	▼
Other expenditure		(451,947)	(471,947)	(414,216)	(424,309)	(10,093)	(2%)	▼
Loss on asset disposal		(127,665)	(67,665)	(117,018)	(58,197)	58,821	50%	▲
		(17,328,000)	(15,900,159)	(14,514,412)	(13,302,752)	1,211,660		
Operating activities excluded from budget								
Add back Depreciation		8,592,971	7,292,971	6,509,282	5,959,923	(549,359)	(6%)	▼
Add back (Profit)/Loss on Asset Disposal		125,153	25,153	114,719	9,292	(105,427)	(84%)	▼
Amount attributable to operating activities		269,942	812,285	1,238,251	2,394,000	1,155,749		
Investing activities								
Non-operating grants, subsidies and contributions		1,074,748	1,074,748	1,036,254	1,179,831	143,577	14%	▲
Proceeds from Disposal of Assets	3	314,500	364,500	288,292	349,073	60,782	21%	▲
Land & Buildings	3	(236,500)	(225,560)	(203,440)	(76,613)	126,827	62%	▲
Furniture & Equipment	3	0	(20,026)	0	(21,546)	(21,546)	(100%)	▼
Plant & Equipment	3	(320,000)	(366,720)	(299,750)	(134,316)	165,434	55%	▲
Roads	3	(1,573,733)	(1,923,733)	(1,775,808)	(1,479,024)	296,784	17%	▲
Drainage	3	(90,000)	(90,000)	(82,500)	(4,607)	77,893	94%	▲
Parks & Ovals	3	(385,000)	(385,000)	(352,891)	(232,615)	120,276	34%	▲
Footpaths	3	(80,000)	(80,000)	(73,326)	(2,278)	71,048	97%	▲
Sewerage	3	0	(70,000)	0	(63,635)	(63,635)	(100%)	▼
Infrastructure Other	3	0	(65,700)	(11,000)	(18,969)	(7,969)	(100%)	▼
Amount attributable to investing activities		(1,295,985)	(1,787,491)	(1,474,169)	(504,698)	969,471		
Financing activities								
Transfer from Reserves	7	723,735	930,655	0	0	0	0%	
Repayment of Debentures	9	(337,408)	(2,128,169)	(309,291)	(337,408)	(28,118)	(8%)	▼
Transfer to Reserves	7	(1,753,533)	(337,408)	0	0	0	0%	
Amount attributable to financing activities		(1,367,206)	(1,534,922)	(309,291)	(337,408)	(28,118)		
Closing Funding Surplus(Deficit)	2	(0)	(0)	1,848,040	3,925,521			

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 May 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 May 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 May 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

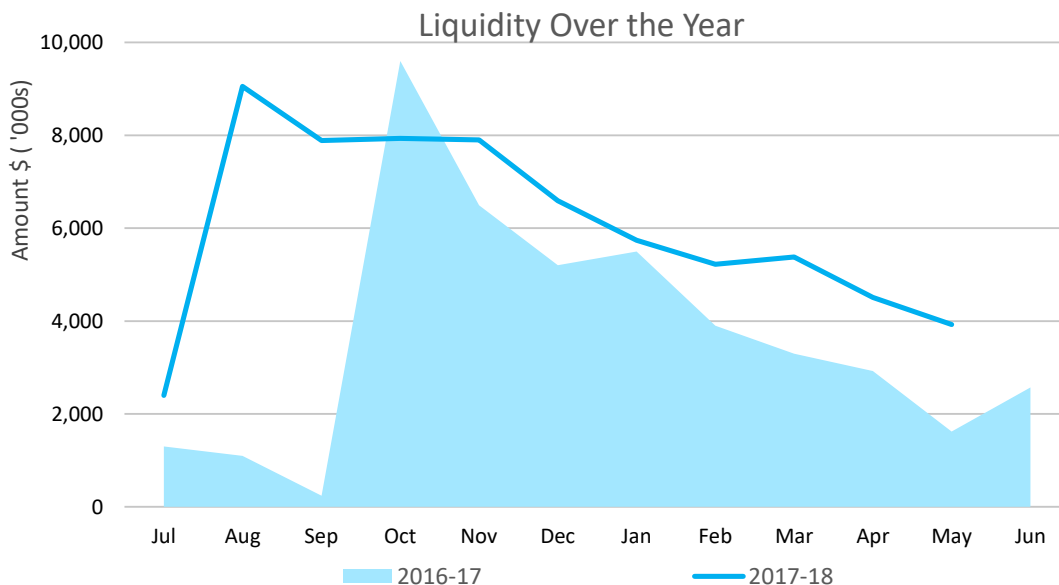
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2017	YTD 31 May 2017	YTD 31 May 2018
		\$	\$	\$
Current Assets				
Cash Municipal	4	1,557,749	1,554,887	2,601,917
Reserves		3,875,957	4,029,407	3,875,957
Receivables - Rates	5	1,236,330	1,655,778	1,175,560
Receivables - Other		137,191	366,429	357,947
Inventories		6,530	8,395	6,530
		6,813,757	7,614,897	8,017,911
Less: Current Liabilities				
Payables	6	(564,173)	(659,397)	(216,432)
Current portion long term borrowings		(337,292)	(244)	117
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	6,612,831	7,474,867
Less: Reserves - restricted cash		(3,875,957)	(4,029,407)	(3,875,957)
Add: Current portion long term borrowings		337,292	244	(117)
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	2,926,093	3,925,521

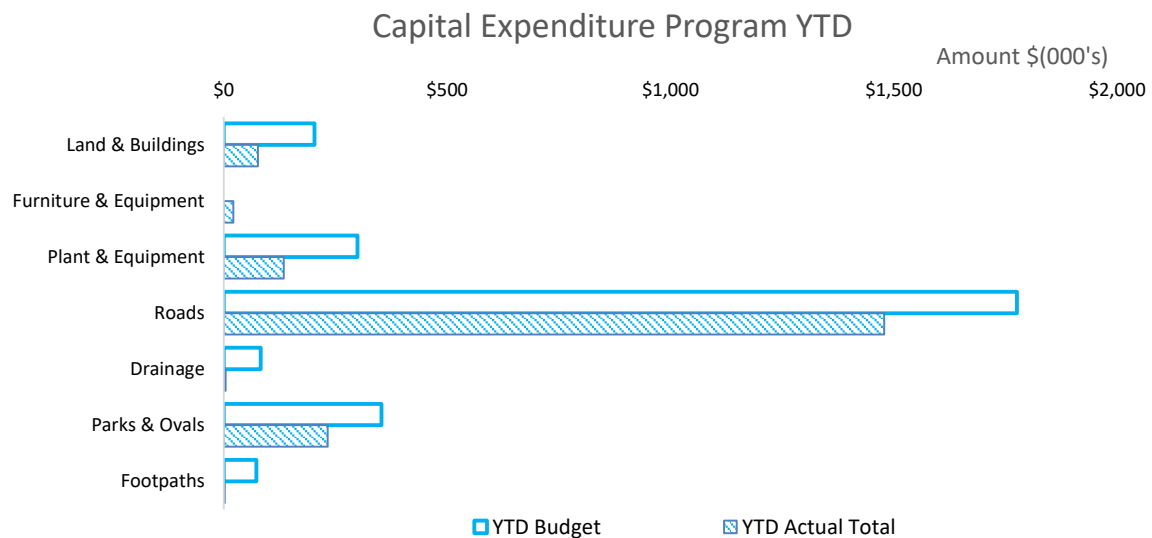
* Positive=Surplus (Negative=Deficit)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Summary Capital Acquisitions	Adopted Annual Budget	YTD Budget (a)	YTD Actual Total	Variance
	\$	\$	\$	\$
Land & Buildings	236,500	203,440	76,613	126,827
Furniture & Equipment	0	0	21,546	(21,546)
Plant & Equipment	320,000	299,750	134,316	165,434
Roads	1,573,733	1,775,808	1,479,024	296,784
Drainage	90,000	82,500	4,607	77,893
Parks & Ovals	385,000	352,891	232,615	120,276
Footpaths	80,000	73,326	2,278	71,048
Infrastructure Other	0	11,000	18,969	(7,969)
Sewerage	0	0	63,635	(63,635)
Capital Expenditure Totals	2,685,233	2,798,715	2,033,602	765,113
Capital Acquisitions Funded By				
Capital Grants and Contributions	1,074,748	747,771	1,179,831	
Other (Disposals & C/Fwd)	314,500	288,292	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	1,762,652	504,698	
Capital Funding Total	2,685,233	2,798,715	2,033,602	



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	9,163	0	9,163
Kambalda Recreation Centre - Stadium Floor	C11150	9,500	8,701	0	8,701
Renewal 1 Gimlet Court	C13034	40,000	18,337	9,659	8,678
Coolgardie Information Bay - Entry	C12055	47,000	43,076	0	43,076
Coolgardie Depot Upgrade	C12045	0	0	0	0
Coolgardie Heritage Pavilion	C13026	60,000	60,000	46,538	13,462
Kambalda Depot Toilet Upgrade	C13033	70,000	64,163	11,356	52,807
ACQUISITION - LAND & BUILDINGS KAMBALDA RECREATION CENTRES	110987	0	0	9,060	(9,060)
Land & Buildings Total		236,500	203,440	76,613	126,827
Furniture & Equipment					
ACQUISITION - LAND & BUILDINGS KAMBALDA RECREATION CENTRES	040388	0	0	20,846	(20,846)
ACQUISITION - FURNITURE & EQUIPMENT KAMBALDA RECREATION	110988	0	0	700	(700)
Furniture & Equipment Total		0	0	21,546	(21,546)
Plant & Equipment					
Prime Mover (Sh)	C12020	240,000	220,000	0	220,000
Works Supervisor Ute 4X4	C12026	45,000	41,250	0	41,250
Kambalda Pool - Remedial Works	C11018	35,000	38,500	49,700	(11,200)
ACQUISITION - LIGHT PLANT	120489	0	0	84,616	(84,616)
Plant & Equipment Total		320,000	299,750	134,316	165,434
Roads					
King Street	R028	11,620	10,648	13,324	(2,676)
Macdonald Street	R029	21,215	19,437	18,795	642
Renou Street	R035	101,042	92,620	840	91,780
Jobson Street Construction	R036	90,136	82,621	29,211	53,410
Jobson Street Construction	BS036	0	0	7,150	(7,150)
Durkin Road Construction	R039	166,110	152,262	151,442	820
Serpentine Road Kambalda	R043	26,368	24,167	29,874	(5,707)
Jaurdi Hills Road Construction	R052	137,650	126,170	80,437	45,733
Ladyloch Road Construction	R053	324,900	297,825	244,473	53,352
Marianthus Road	R070	47,779	43,791	59,513	(15,722)
Quondong Road Construction	R077	52,043	47,696	44,870	2,826
Saltbush Street	R080	28,630	26,235	22,181	4,054
Hakea Street	R091	25,744	23,595	26,036	(2,441)
Salmon Gum Street - Capital	R100	15,328	14,047	15,375	(1,328)
Dodonea Drive	R104	19,675	18,029	20,796	(2,767)
Mallee Drive Construction	R105	102,190	93,665	81,169	12,496
Wildflower Road	R122	49,135	45,034	38,680	6,354
Kruseana Road	R126	34,030	31,185	35,975	(4,790)
Tip Road Kambalda (Dump Road)	R132	153,717	140,899	24,398	116,502
Construction Cave Hill Road	R155	124,560	114,180	93,662	20,518

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	38,368	30,686	7,682
Carins Road	R156	0	0	1,198	(1,198)
Coolgardie North Road	R002	0	300,000	308,257	(8,257)
Hopbush Road	R110	0	33,334	24,759	8,575
Hopbush Road	R149	0	0	0	0
Binnering Road	R011	0	0	75,923	(75,923)
Roads Total		1,573,733	1,775,808	1,479,024	296,784
Drainage					
West Kambalda Drainage Works	C12060	90,000	82,500	0	82,500
ACQUISITION - INFRASTRUCTURE KAMBALDA DRAINAGE	120108	0	0	4,607	(4,607)
Drainage Total		90,000	82,500	4,607	77,893
Parks & Ovals					
Playground Renewal	C11131	65,000	59,576	0	59,576
Tommy Talbot Park Renewal	C11117	43,000	39,413	32,812	6,601
Kambalda Entry Statement	C11130	70,000	64,163	0	64,163
Coolgardie Skate Park New Ramp	C11023	185,000	169,576	198,680	(29,104)
Coolgardie Gorge Surrounds	C13030	22,000	20,163	1,123	19,040
Parks & Ovals Total		385,000	352,891	232,615	120,276
Footpaths					
Footpath Construction - Renewal	RF001	80,000	73,326	751	72,575
Footpath Construction	C12002	0	0	1,326	(1,326)
Serpentine Road Footpath Construction	RF043	0	0	201	(201)
Footpaths Total		80,000	73,326	2,278	71,048
Infrastructure Other					
Caravan RV Toilet Dumps	C001	0	0	1,685	(1,685)
Kambalda Waste Disposal - Rehabilitation Consultancy	C1012	0	11,000	17,284	(6,284)
Infrastructure Other Total		0	11,000	18,969	(7,969)
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	2,798,715	2,033,602	765,113

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 May 2018

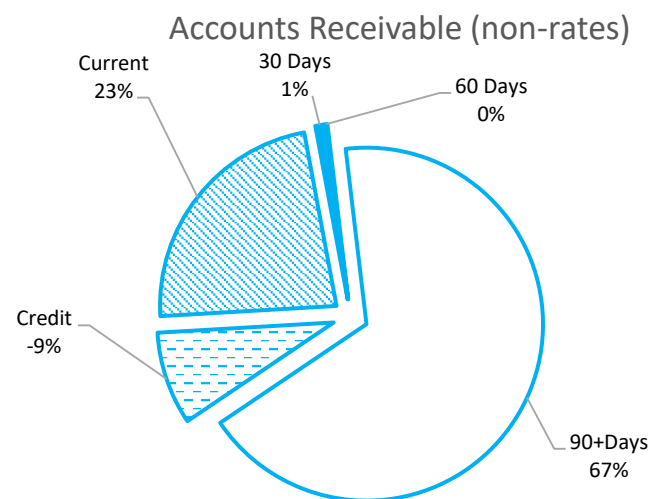
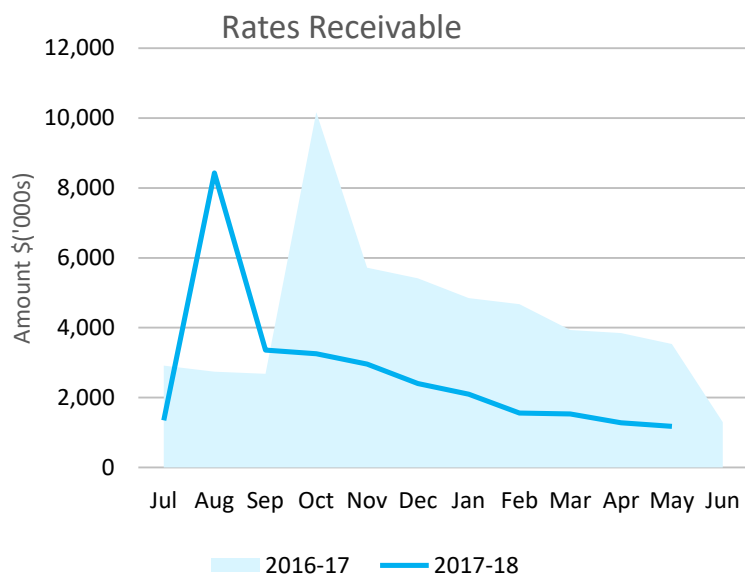
NOTE 4. CASH AND INVESTMENTS

Bank Accounts	Municipal	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Cash at Bank	385,266			385,266	ANZ	Variable	Cheque Acc
Cash on Hand	912			912			On hand
ANZ Online Saver 016719 2788642	2,000,806			2,000,806	ANZ	Variable	On going
NAB 9469 25119	332			332	NAB	Variable	On going
Regional Records Facility	6,435			6,435			
Trust			240,515	240,515	NAB	Variable	On going
(b) Term Deposits							
ANZ Online Saver 016719 4106557	208,165	3,875,957		4,084,122	ANZ	Variable	
Total	2,601,917	3,875,957	240,515	6,718,388			

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 5. RECEIVABLES

	YTD 31 May 2018	30 June 2017	Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
Receivables - Rates and Other Rates Receivable	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	1,242,940	1,302,455	Receivables - General	(25,528)	68,876	2,411	748	202,063	248,569
Levied this year	6,447,378	6,250,455	Balances per Trial Balance						
Provision for Doubtful Debts	(1,924,556)	(1,920,519)	Sundry Debtors						273,689
Less Collections to date	(4,590,202)	(4,389,451)	GST Receivable						(0)
Equals Current Outstanding	1,175,560	1,242,940	Accrued Income/Payments in advance						84,258
Net rates collectable (after provision)	1,175,560	1,242,940	Total Receivables General Outstanding						357,947

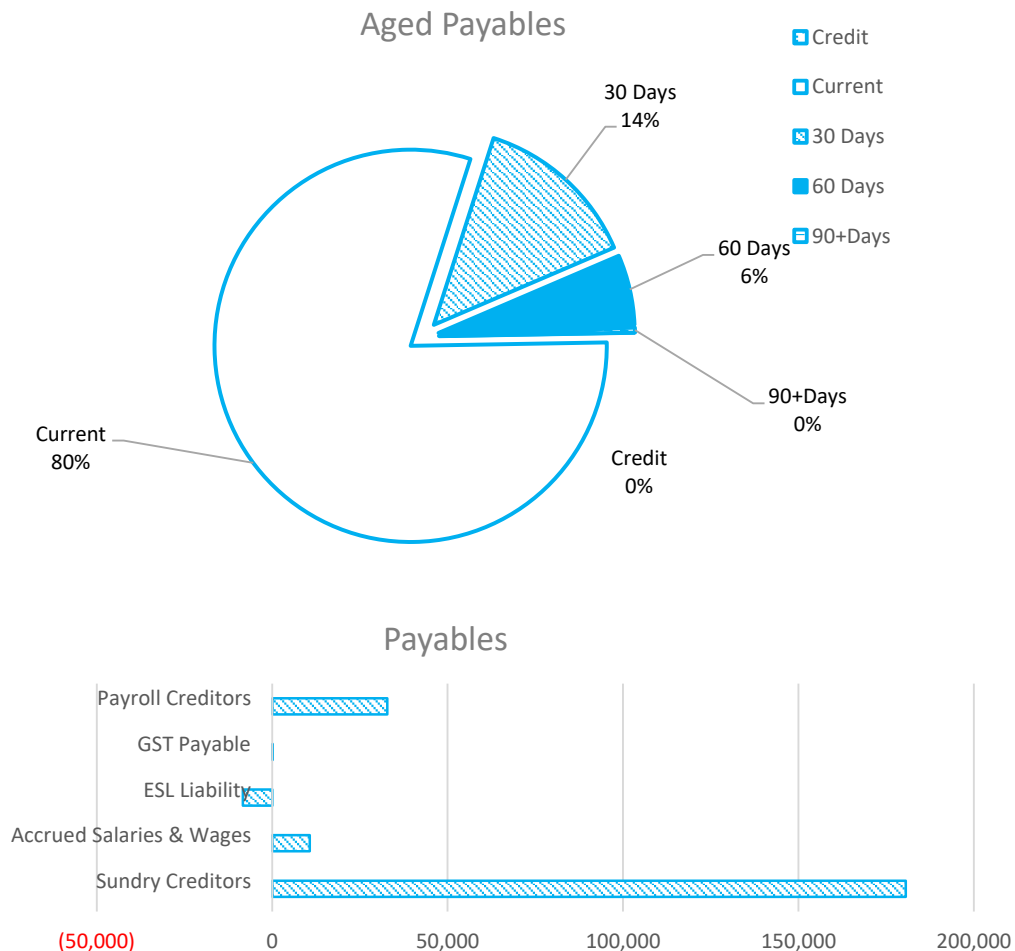


SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 6. PAYABLES

Payables	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	144,860	24,610	10,401	733	180,603
Balances per Trial Balance						
Sundry Creditors						180,603
Payables - Other						
Accrued Salaries & Wages						10,721
ESL Liability						(8,357)
GST Payable						136
Payroll Creditors						32,827
Sundry Creditors - Other						502
FESA Liability						
Total Payables - Other						35,829
Total Payables						216,432

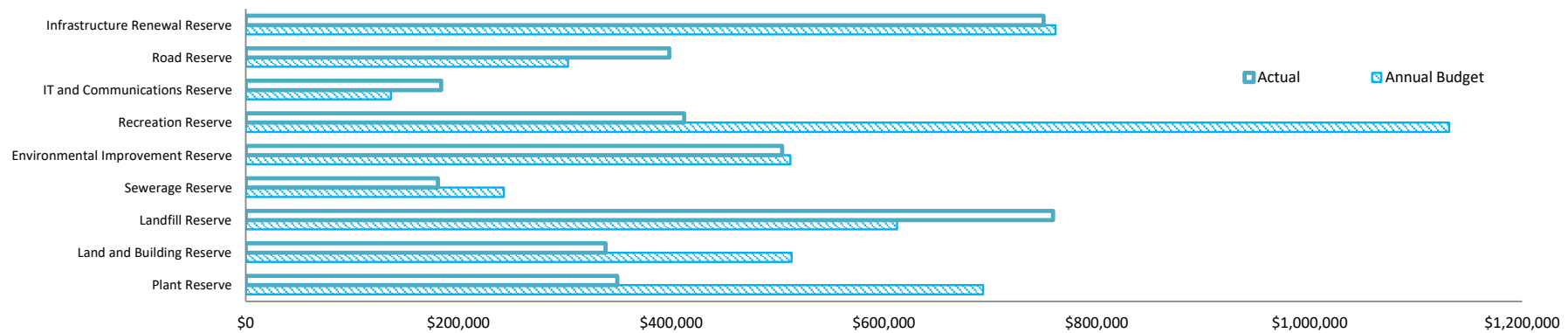
Amounts shown above include GST (where applicable)



SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 May 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	(34,133)	(4,893)	4,397,360	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	(48,343)	(4,893)	5,703,512	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	(48,343)	(4,893)	6,468,622	6,544,615	(1,290)	0	6,543,325
Concession							(21,244)				(32,500)
Total amount raised from general rates							6,447,378				6,510,825
Specified area rates							272,374				272,788
Total rates							6,719,752				6,783,613
Discounts on Rates							0				0
Write offs							(11,778)				(61,000)
Total rates and write off							6,707,974				6,722,613

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	17,691	17,691	13,600	13,600	1,077	1,443
Recreation and Culture								
111 KCRF Building	267,849	0	267,848	267,848	1	1	10,439	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	17,160	17,160	452,637	452,637	19,874	23,317
	1,189,119	0	337,408	337,408	851,711	851,711	39,505	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 May 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		469,245		469,245
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		45,377		45,377
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		114,884		114,884
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		107,618		107,618
Kambalda Resource Centre		Operating		0		0		0		0
Housing										
Income - Staff Housing		Operating		0		0		46		46
Income - Other Housing		Operating		0		0		3,886		3,886
Income - Other Housing		Operating		0		0		383		383
Recreation and culture										
Income Clubs and Amenities		Operating		0		0		9,352		9,352
Income - Contributions		Non-Operating			0	0		0		0
Income - Contributions		Non-Operating			96,909	0		134,791		134,791
Other Recreation & Culture		Operating		0		0		0		0
Kambalda Recreation Centre		Operating		0		0		6,673		6,673

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)	
				\$	\$	\$	\$	\$	\$	\$
Kambalda Recreation Centre		Operating		0		0		455		455
Transport										
Income Roads - Regional Road Group	MRWA RRG	Operating		0		0		200,000		200,000
Roads Income - Roads to Recovery	Department of Transport	Non-Operating			462,888	0		845,040		845,040
Roads Income - Roads to Recovery	Department of Transport	Operating		0		0		1,076		1,076
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		145,253		145,253
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
Csashless Card Scheme		Operating		71,764		0		60,163		60,163
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		24,089		24,089
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		12,153		12,153
Income - Contributions & Donations		Operating		0		0		182		182
Finance/Administration and Associated Costs		Operating		0		0		0		0
TOTALS			0	1,090,646	1,121,657	0	0	2,526,198	0	2,526,198
SUMMARY										
Operating	Operating Grants, Subsidies and Contributions		0	1,025,646	0	0	0	1,277,894	0	1,277,894
Operating - Tied	Tied - Operating Grants, Subsidies and Contribution		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	1,179,831	0	1,179,831
TOTALS			0	1,090,646	1,121,657	0	0	2,526,198	0	2,526,198

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 May 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 May 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 May 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 May 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 May 18
	\$	\$	\$	\$
Bonds	137,095	1,002	(21,020)	117,077
BRB Building Levy	3,366	8,774	(8,262)	3,878
Election Nominations	200	720	(640)	280
BCITF Training Levy	5,761	19,459	(7,403)	17,817
Held for Clubs	43,729	0	0	43,729
Miscellaneous Monies	22,955	41,218	(31,056)	33,116
Unknown deposits	1,680	22,938	0	24,618
	214,786	94,110	(68,381)	240,515

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	\$	%			
Governance	12,273	141%	▲	Permanent	Reimbursement of Leave Entitlements
Education and Welfare	35,013	16%	▲	Timing	Kambalda & Coolgardie Resource Centres
Housing	24,519	30%	▲	Permanent	Other Housing Rental
Community amenities	153,097	16%	▲	Permanent	Refuse Site Income, Skate Park Grant & Town Planning Fees
Transport	313,211	134%	▲	Timing	Haulage contributions to be transferred to reserves
Economic Services	45,563	32%	▲	Permanent	Regional Records Facility & Additional Building Fees
Other Property and Services	39,551	100%	▲	Timing	Licensing Commissions (need to be re-allocated)
Expenditure from operating activities					
Law, Order, Public Safety	66,624	32%	▲	Permanent	Animal Control
Health	42,871	28%	▲	Timing	Pest Control & Preventative Services
Education and Welfare	72,258	26%	▲	Timing	Kambalda Resource Centre - Allocation of Salaries
Community Amenities	166,922	11%	▲	Permanent	Sewerage Operations - Transfer balance of funds to reserves
Transport	949,149	14%	▲	Permanent	Depreciation of Roads (Non Cash)
Other Property and Services	(222,133)	(412%)	▼	Timing	Allocation of Overheads & Plant Operation Costs
Operating activities excluded from budget					
Add back Depreciation	(549,359)	(8%)	▼	Permanent	Depreciation of Roads (Non Cash)
Adjust (Profit)/Loss on Disposal	(105,427)	(92%)	▼	Permanent	Full Year Loss on Sale unlikely to be realised (Non Cash)
Amount attributable to operating activities					
Investing activities					
Grants, Subsidies and Contributions	143,577	14%	▲	Timing	Road Funding
Proceeds from Disposal of Assets	60,782	21%	▲	Permanent	Additional proceeds from sale of assets
Furniture & Equipment	(21,546)	(100%)	▼	Timing	Maintenance for TV Facilities (offset by funding received)
Plant & Equipment	165,434	55%	▲	Timing	Budgeted Heavy Pant still to be purchased
Parks & Ovals	120,276	34%	▲	Timing	Capital projects still to be completed
Footpaths	71,048	97%	▲	Timing	Footpath Renewal program still to be completed
Sewerage	(63,635)	(100%)	▼	Permanent	Coolgardie Water Re-use system

Location:	Lot 877 No 27 Cliaanthus Road, Kambalda East
Applicant:	Matt Pryce
File Reference:	NAM6060
Disclosure of Interest:	Nil
Date:	21 June 2018
Author:	Town Planner, Francesca Le Fante

Council consideration is sought for variations to the Scheme provisions to facilitate a caretakers dwelling to an industrial premise at 27 Clianthus Road, Kambalda East

industrial use of the site.



Comment:

The subject site is zoned general industrial with an area of 2676 square metres and has been developed and used for industrial activities for many years

Under Local Planning Scheme No 5 a caretakers dwelling is: -

- Defined as a dwelling on the same site as a building, operation or plant and occupied by a supervisor of that building, operation or plant, and

- Classified as an “I” incidental use which means that the use is permitted if it is consequent in, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with any relevant development standards and requirements of the Scheme.

Under the Scheme provisions, Clause 32 (1) – table 6 (1), the following additional development provisions apply to Caretakers dwellings: -

- Only one caretakers dwelling is permitted on a lot and that dwelling should be on the same lot as the associated industrial use
- The dwelling is to have a total floor area that does not exceed 100sqm measured from the external face of wall.
- Open verandas may be permitted but must not be enclosed, by any means unless the total floor area remains within the 100 sqm.

The applicant is seeking to develop a caretakers dwelling marginally greater in areas that the above requirement to facilitate the needs of his family. Consideration of the proposal has been undertaken against the development standards that apply as follows.

Scheme Provision	Required	Provided	Complies
Area	100 sqm	108 sqm 12m x 9m	Variation
Setbacks <ul style="list-style-type: none"> Street Side & rear 	7.5m BCA	20 m 2.5m min	Complies Complies
Landscaping	3 m along the front setback	Existing industrial	
Service and loading areas	Located behind the street setback	At the rear and side of the buildings	Complies
Parking	Caretakers dwelling – 1 bay Industrial – 1 carbay per 50sqm GLA	Minimum of 1 bay provide for the caretaker dwelling. Existing activity.	Complies

The proposed caretakers dwelling is 108 sqm accordingly Council consideration is required for the variation to the Scheme floor area provision. Clause 34 of the Scheme provides Council the authority to vary site and development requirements. In reaching a determination on this variation the council needs to be satisfied that the variation will not have a significant adverse effect on the occupiers of the development or the inhabitants of the locality or the likely future development in the locality.

Summary

The proposal meets the scheme definition and use class table, is considered compatible with the existing industrial development of the site. The variation in floor area is considered minor and is not considered to adversely impact to the surrounding industrial area.

Approval of the proposal is recommended.

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:

1. Floor plans and elevations -27 Clinathus Rd [11.1.12.1]
2. Floor and Electrical Plans - 27 Clinathus Rd [11.1.12.2]
3. site plan - 27 Clianthus Rd [11.1.12.3]

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, APPROVES the caretakers dwelling to Lot 877 No 27 Clianthus Road, Kambalda East as shown on plans dated 21 June 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.

COUNCIL RESOLUTION: # 107/18

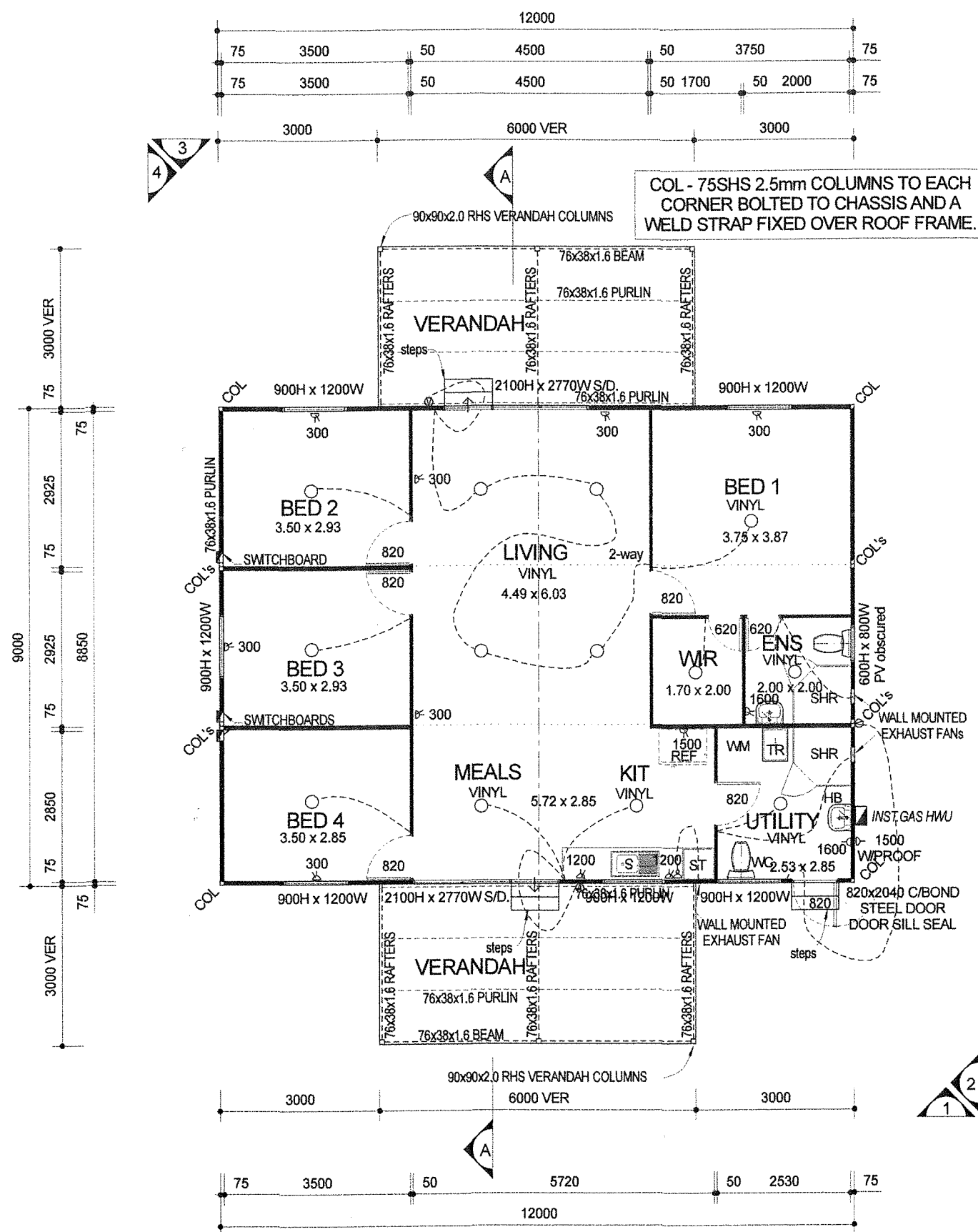
**Moved: Councillor, S Botting
Seconded: Councillor, T Rathbone**

That Council, APPROVES the caretakers dwelling to Lot 877 No 27 Cliaanthus Road, Kambalda West as shown on plans dated 21 June 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.**

CARRIED ABSOLUTE MAJORITY 4/0



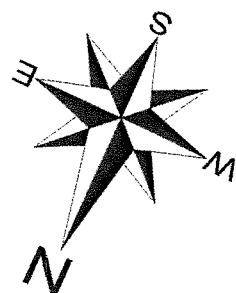


FLOOR & ELECTRICAL PLANS & ELEVATIONS

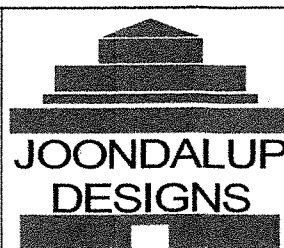
NOTES:

FUTURE R/CYCLE A/COND BY OWNER

ELECTRICAL LEGEND	
—	LIGHT : 2x36w FLUORESCENT : DIFFUSED
⊕	LIGHT : EXTERNAL BULKHEAD : W/PROOF
○	LIGHT : OYSTER LIGHT FITTING (FLURO)
△	GPO : 10 AMP SINGLE : HEIGHT SHOWN
△	GPO : 10 AMP DOUBLE : HEIGHT SHOWN
△	GPO : 15 AMP SINGLE : HEIGHT SHOWN
△	EXHAUST FAN : WALL MOUNTED
△	SWITCH ISOLATOR FOR COOKER
SD	FIRE : SMOKE DETECTOR : HARD WIRED



12 x 9m UNIT 4 x 2		JOONDALUP DESIGNS	
Steve's Transportables		Address 845 Muchea South Rd, Muchea.	
Steve Shorter - Proprietor		Post office Box 97, Muchea, 6501.	
Phone 0419 955 259		Phone 08 9571 4361	
Email sshorter.1@bigpond.com		Fax 08 95710158	
		Mobile 0411 513 771	
		© Copyright	



Rev No: 0	Variation: FOR APPROVAL	Date Dm: 06.10.17	By: LA
DRAWING NAME: FLOOR / ELECTRICAL PLAN & ELEVATIONS		Sheet No: 1 OF 6	Revision: 0
Drawn By: LA	Date Drawn: OCT 2017	Scale: 1 : 100	FILE NAME : E:\Documents\JD\2016 Steves Transportables\12x9m 4x2 Quake.SKF

27 Clianthus Road, Kambalda - Site Plan



11.1.13 Community Strategic Plan

Location:	Shire of Coolgardie
Applicant:	Nil
File Reference:	NAM6059
Disclosure of Interest:	Nil
Date:	21 June 2018
Author:	Chief Executive Officer, James Trail

Summary:

This report recommends that Council endorse the Shire's Draft Community Strategic Plan 2018-2028.

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

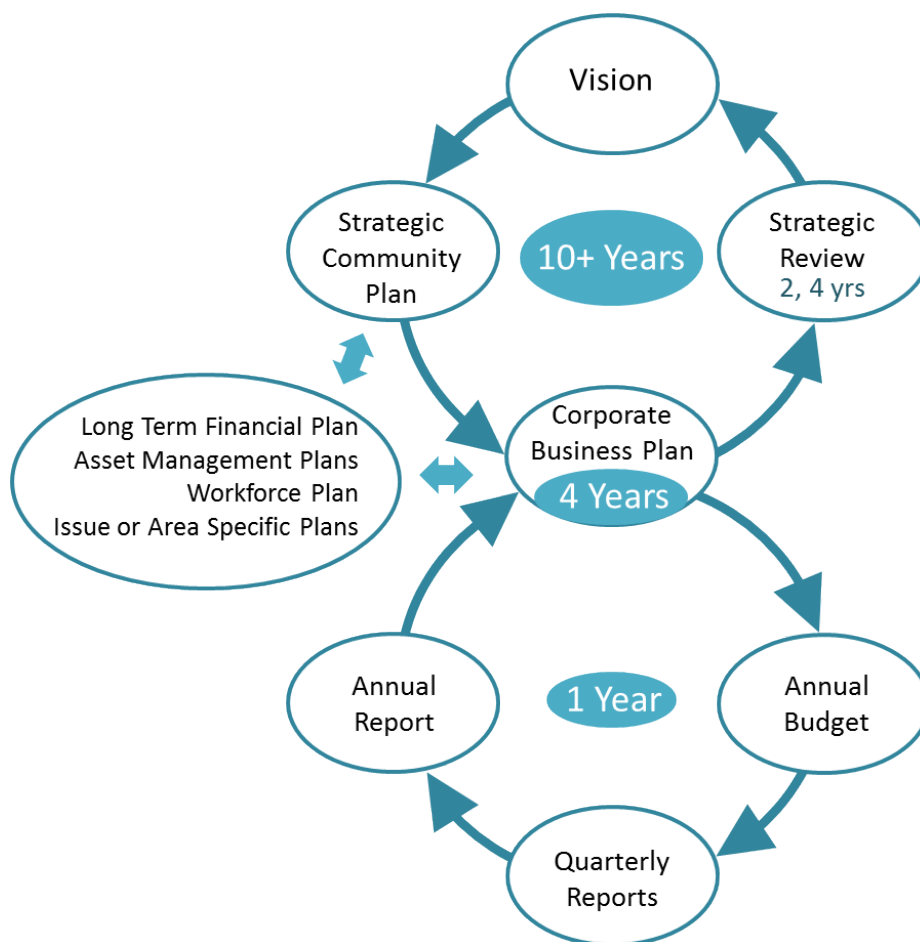
IPR enables community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. This is not restricted by the Council's direct service delivery responsibilities. A community's aspirations are expressed as a vision, outcomes and priorities 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

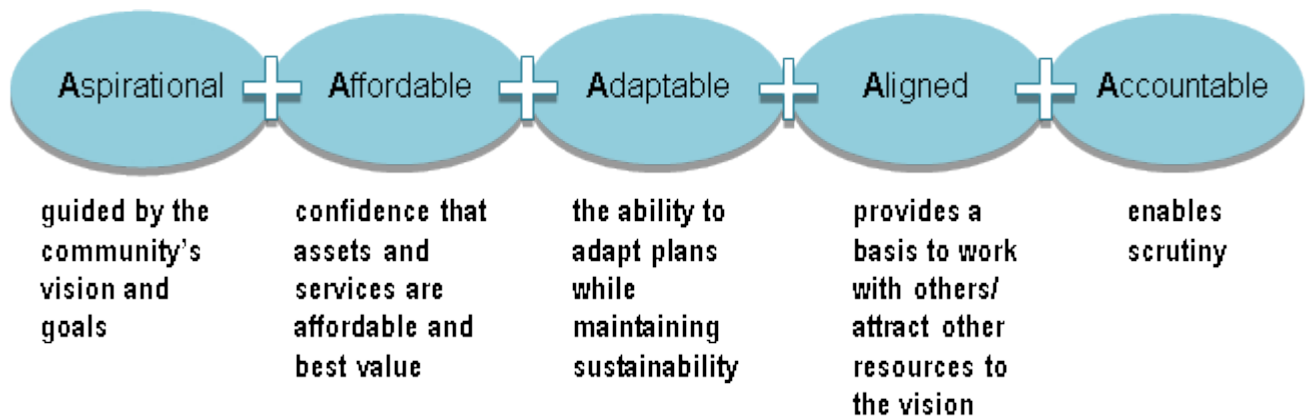
Council's strategic priorities, intentions for asset stewardship and service delivery, and resourcing implications over the coming decade – clearly linked to the community's aspirations.

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 considering 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 considered the ideas and comments that have been received through the community engagement process. Below is an outline of the consultation process to date;

- 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

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.

Following advertising two submissions were received. These submissions have been shared and discussed with Council in the finalisation of the Draft Community Plan

Attachments:

1. Draft So C Community Strategic Plan 2018 to 2028 **[11.1.13.1]**

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 subregulation (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:

N/A

Financial Implications:

Funding for the implementation of the Community Plan will be included in the 2018/2019 Annual 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: Absolute Majority

Officer Recommendation:

That Council, in accordance with Local Government (Administration) Regulations 1996 19C. Strategic community plans, requirements for (Act s. 5.56) adopt the Draft Community Strategic Plan 2018-2028 as attached

COUNCIL RESOLUTION: # 108/18

Moved: Councillor, T Rathbone

Seconded: Councillor, S Botting

That Council,

1) in accordance with Local Government (Administration) Regulations 1996 19C. Strategic community plans, requirements for (Act s. 5.56) adopt the Draft Community Strategic Plan 2018-2028 as attached

2) add Kambalda Community Christmas Tree under how we celebrate our community.

3) adjust the map of mines in the region to reflect the mines and resources locations

4) adjust the spelling request the spelling of Widgiemooltha be corrected on page 9.

5) amend paragraph of aboriginal origin to it thought to be derived from the aboriginal word Wadjimoola (meaning crows nose).

6) amend paragraph two the name of Kur Kuri to Kurl-Kurti.

CARRIED ABSOLUTE MAJORITY 4/0

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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Shire of Coolgardie's Plans & Financials

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.

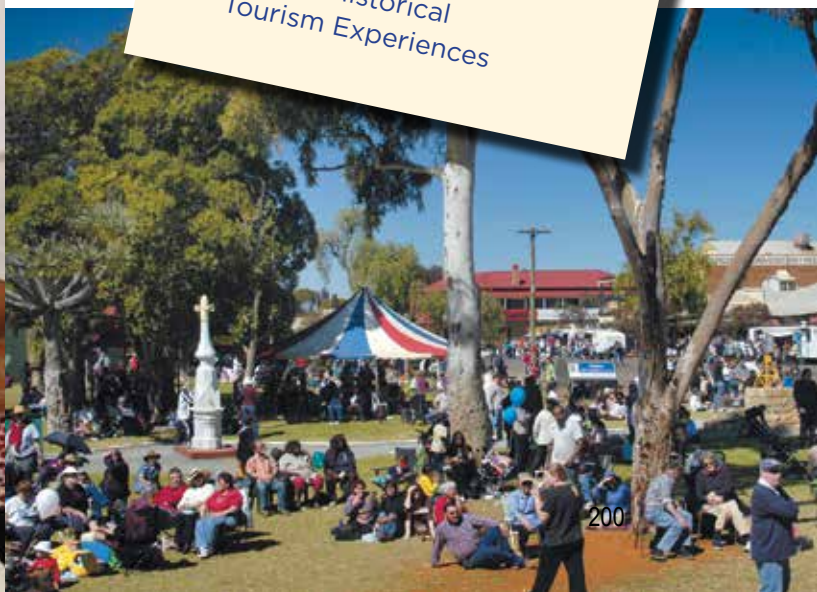
The Shire is the largest producer of minerals in the region and the fourth largest local government producer in Western Australia, with gold and nickel mining operations supporting globally significant regional exports. These companies are at the forefront of mining innovation and offer fantastic career 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

3
CHILDCARE
CENTRES

4
SCHOOL BUSES TO
KALGOORLIE PER DAY





Value of Minerals Goldfields Esperance Region

2016/17

COOLGARDIE - \$2,514,162,807

KALGOORLIE-BOULDER - \$2,360,048,000

LAVERTON - \$1,913,734,083

LEONORA - \$1,771,463,747

MENZIES & ESPERANCE - \$634,106,950

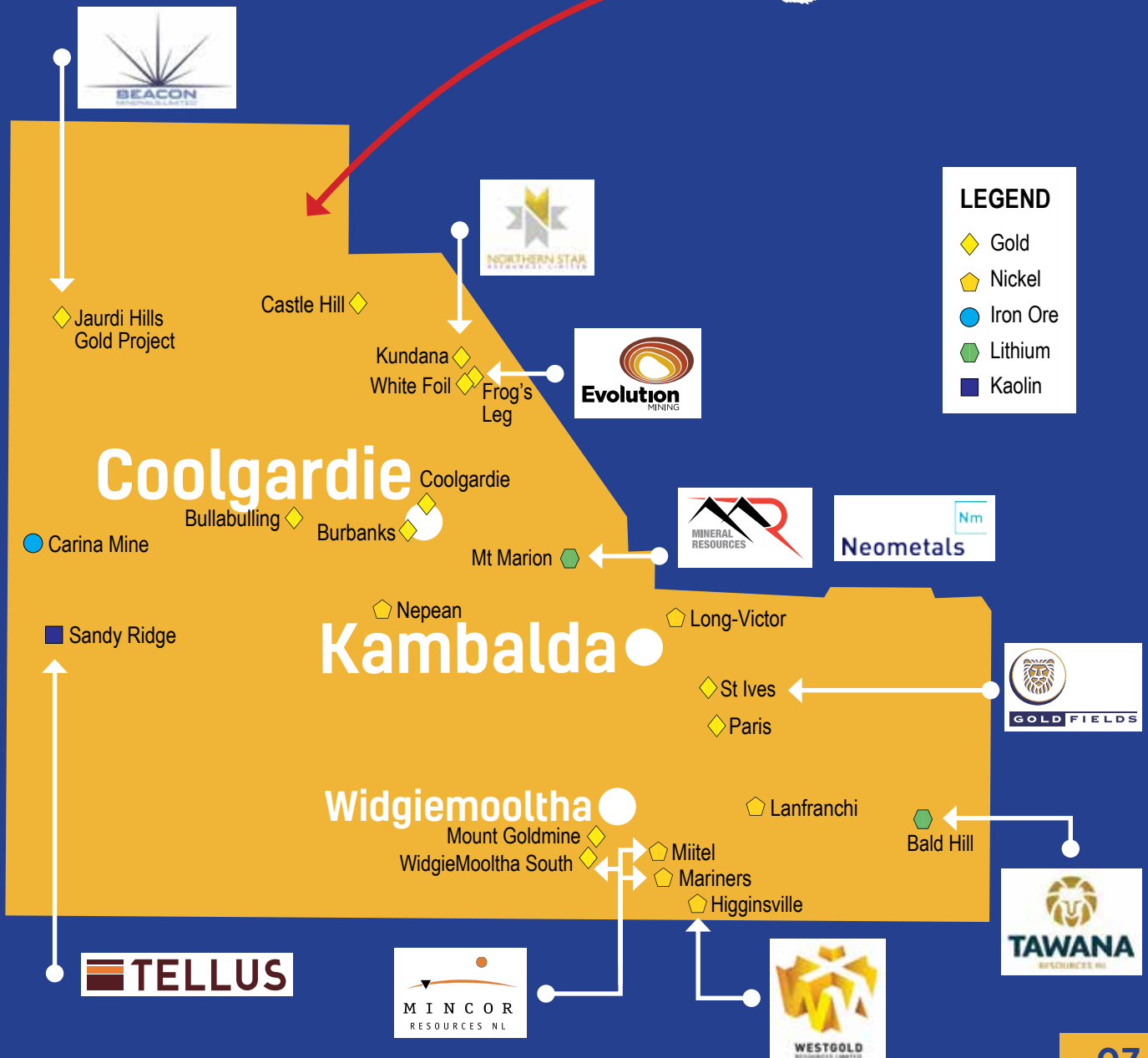
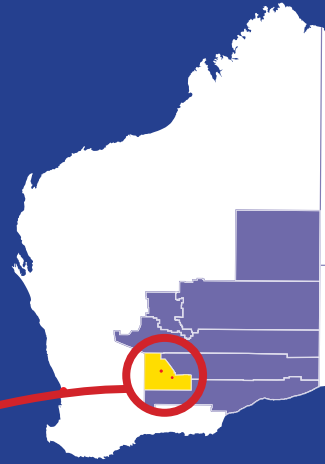
RAVENSTHORPE & DUNDAS - \$509,529,085

Mines in the Region

The Shire of Coolgardie's total value of all mineral resources was

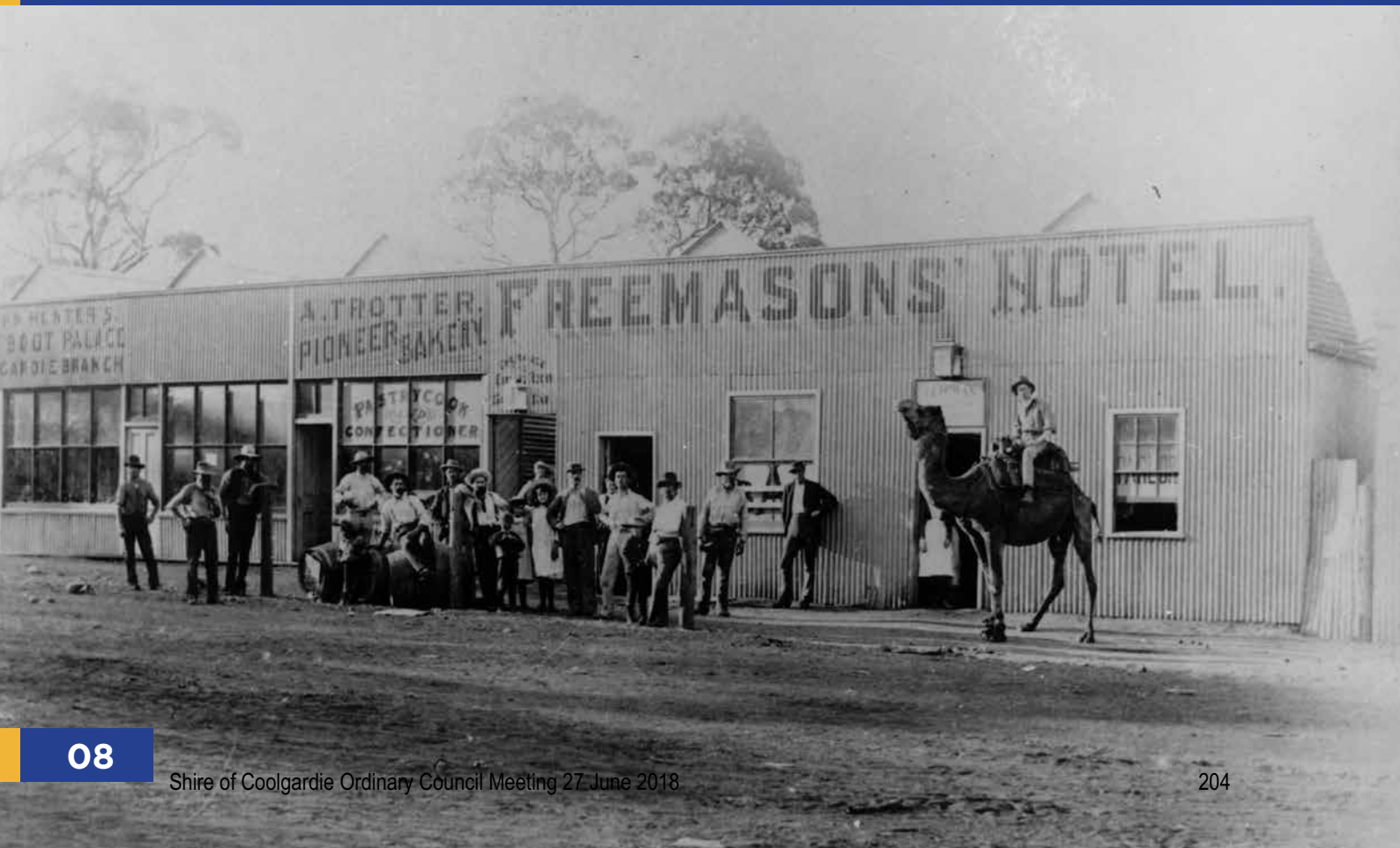
\$2.51B

the highest in the Goldfields-Esperance region 2016/17





The Shire of Coolgardie'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’.

Widgemootha is located between Kambalda and Norseman on the southern shoreline of a significant salt lake called Lake Lefroy. In the 1890s, gold was discovered in the area and Widgemootha had a population of 112 people. The name of the town is Aboriginal in origin and is thought to be the name of a nearby hill and rock-hole. Gold and nickel continue to be mined in the area.

Kurrawang is an Aboriginal community located between Coolgardie and the City of Kalgoorlie-Boulder. It was established as a mission settlement in 1953 on a Crown Land Title reserve and in 1995, the Kurrawang Aboriginal Christian Community was issued with the title to land in freehold. Today, the community hosts a range of facilities including a school, shop, and adult learning centre.

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:

- Lighting of Kambalda Community 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's aim is to transform the internal areas of a significant historical building, the Coolgardie Post Office, 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?

This Community Strategic Plan outlines 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



More than 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

The Shire of Coolgardie's Vision

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

Corporate Business Plan

The Corporate Business Plan is the Shire's four-year planning document that underpins the Community Strategic Plan 2018 to 2028. The plan aims to transform the community aspirations and goals into strategies and actions. It also allocates physical and financial resources and assets towards Shire projects and programs. The community's priorities over the next four years have been addressed in this Plan.

The Corporate Business Plan is supported by the Long Term Financial Plan, Asset Management Plan, and Workforce Plan.

Long Term Financial Plan

The Long Term Financial Plan is the forward estimate and projection for operating revenues, expenditures, capital works and cash backed reserves. This 10-year plan guides the Shire's financial management to ensure adequate financial reserves and financial viability. The community's long-term priorities have been included to guide financial investment to 2028.

Workforce Plan

The Workforce Plan identifies the human resources needed to address the aspirations and goals identified in the Shire's Community Strategic Plan. The Plan considers the Shire's current human resource capability, future needs, organisational structure and outcomes, accountability and performance measures.

Asset Management Plans

The Asset Management Plans guide the effective and sustainable management of the Shire's assets including roads, buildings, parks and infrastructure. The effective management of assets is crucial to the sustainable delivery of Shire services. The Plans prioritise the maintenance, renewal and replacement of existing assets and the acquisition of new assets.



Resourcing the Community's Vision

FINANCIAL SNAPSHOT

2017/18

BUDGET

\$000'S

Rates	6,722
Financial Assistance Grants	469
Other Grants	3,011
Operating Expenditure	8,607
Capital Expenditure	2,685

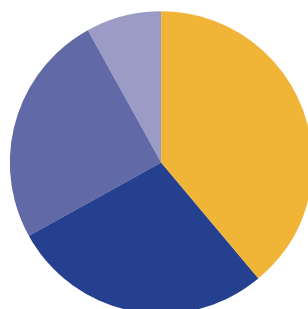
VALUE OF ASSETS

Replacement Cost	427,732
Depreciation	17,084
Written Down Value	412,245

The Shire's Financials

CAPITAL EXPENDITURE

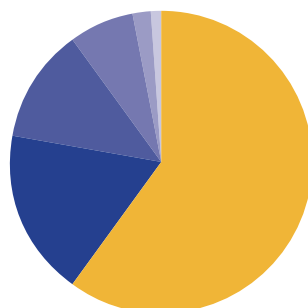
This is the budget used for investment in the Shire's infrastructure and facilities



Roads	(39%)
Land & Buildings	(28%)
Other Infrastructure	(25%)
Plant & Equipment	(8%)

OPERATING REVENUE

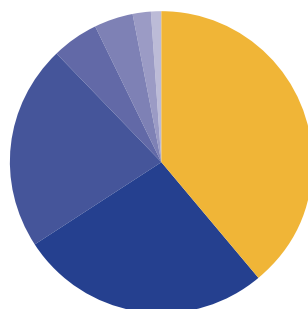
This is the Shire's annual income from recurring sources



Rates	(60%)
Non Operating Grants	(18%)
Fees & Charges	(12%)
Operating Grants	(7%)
Interest Earnings	(2%)
Other Revenue	(1%)

OPERATING EXPENDITURE

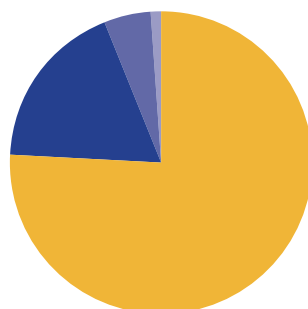
This is the budget used in day to day operations of the Shire



Depreciation	(39%)
Employee Costs	(27%)
Materials & Contracts	(22%)
Utilities	(5%)
Other Expenditure	(4%)
Insurance	(2%)
Interest Expenses	(1%)

ACTUAL ASSET VALUE

This is the value of Shire's assets after allowing for depreciation (wear and tear of asset)



Roads	(39%)
Land & Buildings	(28%)
Other Infrastructure	(25%)
Plant & Equipment	(8%)

How decisions are made on behalf of the community

Elected Members make decisions at Council meetings which represent the community's goals and aspirations. Council reports contain information to assist in decision making, including: consideration of legislation, Council policies, financial and asset impact and risk analysis. Council meeting agendas and minutes are available for the community to view on the Shire's website.

Managing and Assessing Risk

The Shire of Coolgardie is committed to ensuring that effective risk management remains central to all operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is an integral part of the Shire's organisational culture with policies, protocols, systems and processes used to ensure efficient and effective service delivery. The Shire of Coolgardie's Risk Management Framework follows the International Standard for Risk Management - AS/NZS ISO 31000:2009 Risk management - Principles and guidelines.

The areas of risk identified in the Shire's Risk Management Framework include - Human Safety and Wellbeing, Financial and Legal Risk, Environment, the Shire's Reputation and Governance Position and the Shire's Capacity to Deliver Services.

Roles and responsibilities

The Audit Committee are responsible for reviewing reports from the Chief Executive Officer on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance.

The Chief Executive Officer holds the overall accountability for organisational risk. The CEO provides guidance for developing, implementing and maintaining risk management.

The Executive Management Team are responsible for the oversight of the Risk Management Framework, including the review of risk management procedures and policies on an annual basis. The Team maintains oversight of the highest-level risks and takes responsibility for ensuring mitigation strategies are being implemented.



COOLGARDIE SHIRE OFFICE

Sylvester Street, Coolgardie, WA, 6429

KAMBALDA SHIRE OFFICE

Irish Mulga Drive Kambalda, WA, 6442

PO Box 138, Kambalda, WA, 6442

Tel (08) 9080 2111

mail@coolgardie.wa.gov.au

www.coolgardie.wa.gov.au

11.1.14 Kambalda Landfill Site

Location:	Kambalda Landfill Site
Applicant:	Nil
File Reference:	NAM6056
Disclosure of Interest:	Nil
Date:	18 June 2018
Author:	Waste Coordinator, Rod Franklin

Summary:

Kambalda Landfill Site is licensed by the Department of Environment and Water Regulations(DWER) under Part V of the Environmental Protection Act 1986 as a Class 11 Putrescible Landfill site. The license contains many conditions relevant to the operation of the site meeting the waste acceptance criteria for a Class 11 landfill. Between the period 2004 through to 2011 approximately 50,000 m2 of soil material was transported from Total Waste Management's facility in Kalgoorlie to the Kambalda Landfill Site and placed in 12 stockpiles.

Background:

The DWER has raised concerns with the Shire of Coolgardie in relation to the imported soil material, it's contamination status and the potential for the material to create groundwater contamination at the site. In late March 2018 DWER issued the Shire of Coolgardie with an email and word document detailing timing for the investigation of the Kambalda Landfill and actions required for remediation and management of the stockpiled soil material. Since the receipt of these documents the Shire of Coolgardie has worked closely with DWER and has also requested Strategen Environmental, a qualified environmental consultant firm, to provide an implementation plan for sampling and analysis of the solid waste stockpiles and surface soil, including leachate analysis, conduct groundwater investigations and to prepare a Remediation Action Plan.

Comment:

The Kambalda Landfill Facility is licensed by the Department of Environment and Water Regulations (DWER) under Part V of the Environmental Protection Act 1986 as a Class II Putrescible Landfill site. The license contains many conditions relevant to the operation of the site including incoming waste soil meeting the waste acceptance criteria for a Class II landfill.

It is understood that there are twelve 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 from 2004 through to 2011.

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. Following an initial site inspection in early March 2018 (Site Visit 1) and meetings with the Shire of Coolgardie, Strategen prepared an initial correspondence to DWER outlining the Shire of Coolgardie's proposed approach to resolution of the matter.

In late March 2018 DWER issued the Shire of Coolgardie with an email and word document detailing timing for the investigation of the Kambalda Landfill and actions required for remediation and management of cupels.

Attached is a detailed costing and Sampling Analysis and Quality Plan (SAQP) from Strategen Environmental for consideration and recommendation.

The scope of work is detailed below:

Task 1

- Meeting and negotiations with DWER to complete finalisation of the preliminary SAQP and confirm implementation
- Preparation of a Health and Safety Management Plan to manage and monitor any potential exposure risks associated with the excavation of material impacted with lead and hydrocarbons including, but not limited to:
 - Compliance with National Code Of Practice For The Control And Safe Use Of Inorganic Lead At Work [NOHSC:2015(1994)]
 - Dust monitoring for work that exposes a person to lead dust arising from the handling of dry lead compounds
- Confirmation of health monitoring for critical staff involved in the implementation of Stage 2 in alignment with NOHSC:2015(1994)
- Prepare excavation permit and Dial Before U Dig search for planned installation of test pits and three (3) groundwater monitoring wells
- Liaison with contractors for installation of three (3) groundwater monitoring wells
- Liaison with Shire of Coolgardie for use of backhoe for test pitting of stockpiles and surface soils
- Liaison with remediation contractors or Shire of Coolgardie to conduct pilot trials for screening of cupel impacted soils as part of Remediation Action Plan

Task 2

- Mobilisation to Kambalda
- Installation of three (3) groundwater monitoring wells in alignment with agreed SAQP. Wells to be installed approx. 3m below standing water table and below the base of historical fill/ landfilling at the site. The wells are to be developed and an intervening period of seven (7) days allocated prior to sampling.
- Complete cupel distribution survey and validation test pitting in alignment with agreed SAQP. A physical survey of site will be completed to confirm distribution of cupels on and surrounding stockpiled waste. Test pitting will be completed in highly impacted areas to confirm depth of material to be removed to achieve validation. A total of 20 primary samples has been allocated for this activity
- Complete waste characterisation sampling of the known body of waste (12 stockpiles) in alignment with the agreed SAQP. Should the previous sampling undertaken by the Shire of Coolgardie be accepted the number of new primary samples and secondary samples (QA/QC samples) required will equate to 199.
- Cupels are to be collected from the cupel distribution survey and waste characterisation sampling equating to 90 samples in alignment with the SAQP.

- Sample analyses of the recovered soil and cupel samples will be undertaken by the primary laboratory Analytical Reference Laboratory (ARL) and the secondary MPL Laboratory.

Task 3

- sampling of the six (6) existing and three (3) newly installed wells will be completed one (1) week after installation.
- the wells will be gauged and sampled using a peristaltic pump and the sample analyses of the recovered groundwater samples will be undertaken by the primary laboratory Analytical Reference Laboratory (ARL) and the secondary MPL Laboratory.

Task 4

- Preparation of a waste characterisation report documenting the field work undertaken within its appendices.
- Development of the conceptual site model and determination of the site's contamination status in alignment with the Contaminated Sites Act 2003.
- Completion of a remediation options assessment to address the issues of contamination associated with lead cupels (and hydrocarbon waste) and development of the landfill reclassification strategy (Class II to Class III).
- Meeting with DWER to discuss results of the remediation options assessment and discussion on the proposed strategy.

Attachments:

Nil

Consultation:

James Trail, CEO, Shire of Coolgardie,
Darren Walsh CEO, Strategen Environmental
Council
Shire Staff

Policy Implications:

Nil

Financial Implications:

Allocation of funding will be in 2018/2019 Budget funded from Waste Reserve

Strategic Implications:

Solutions focussed and customer oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement:

Absolute Majority

Officer Recommendation:

That Council,

1. Receive the SAQP for the Kambalda Landfill Facility
2. Accept fee proposal from Strategen for Stage 2 of the proposed management strategy for the Kambalda Landfill Facility as attached
3. Allocate in the 2018/2019 Annual Budget from the Landfill Reinstatement Reserve the funds required for stage 2 of the fee proposal from Strategen

COUNCIL RESOLUTION: # 109/18

Moved: Councillor, S Botting

Seconded: Councillor, B Logan

That Council,

1. **Receive the SAQP for the Kambalda Landfill Facility**
2. **Accept fee proposal from Strategen for Stage 2 of the proposed management strategy for the Kambalda Landfill Facility as attached**
3. **Allocate in the 2018/2019 Annual Budget from the Landfill Reinstatement Reserve the funds required for stage 2 of the fee proposal from Strategen as confidential attachment.**

CARRIED ABSOLUTE MAJORITY 4/0

11.1.15 Disposal 110 Forrest Street

Location:	Coolgardie Townsite
Applicant:	Nil
File Reference:	NAM6069
Disclosure of Interest:	Nil
Date:	22 June 2018
Author:	Chief Executive Officer, James Trail

Summary:

For council to consider action to dispose of land at 110 Forrest Street within the Coolgardie Townsite by private treaty.

Background:

The key considerations by council for the dispose of any property are the following matters: -

- Whether the property is surplus to the Shires requirements.
- Comply with the statutory obligations contained in the Local Government Act.

Section 3.58 of the Local Government Act prescribes the method and process the Shire is required to follow to dispose of property (which includes land), Disposal includes sell, lease or other and included the following methods:

- Public Auction (Section 3.58(2)(a) to the highest bidder;
- Public Tender (Section 3.58 (2)(b) to the person that makes the most acceptable tender whether or not the highest.
- Local Public Notice (Section 3.58 (3) by providing the following details in the public notice:
 - 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.

Council resolved in February 2018;

COUNCIL RESOLUTION: 035/18

MOVED: COUNCILLOR, B LOGAN

SECONDED: COUNCILLOR, T RATHBONE

That Council

- **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.

CARRIED ABSOLUTE MAJORITY 7/0

Council Resolved in March 2018

That Council,

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:
 - 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.
2. Delegate authority to the Chief Executive Officer to negotiate within 10% of the market valuation received for Lot 464, 110 Forrest Street Coolgardie

CARRIED ABSOLUTE MAJORITY 7/0

Comment:

The following public advertisement was replaced for the disposal of 10 Forrest Street

**LOCAL PUBLIC NOTICE - DISPOSAL OF LAND
LOT 464 No 10 FORREST STREET, COOLGARDIE**

The Shire of Coolgardie at its meeting on 24 April 2018 has resolved to dispose of Lot 464 No 110 Forrest Street, Coolgardie by Private Treaty.

In accordance with Section 3.58(3) of the Local Government Act 1995 Local Public Notice of this disposition is hereby given.

The details of this disposition are: -:

Site:	Lot 464 No 110 Forrest Street, Coolgardie
Purchaser:	Shirlena Milne
Price:	\$270,000
Market valuation:	\$300,000

In accordance with the provisions of the Local Government Act public submissions are invited. The closing date for submissions is Tuesday 05 June 2018 at 4.00pm.

Written comments on the disposal can be submitted on or before the closing date via the following methods

- emailing to: mail@coolgardie.wa.gov.au
- posted to: Chief Executive Officer, Shire of Coolgardie,
PO Box 138, Kambalda WA 6442

Should you have any enquiries please contact on 9080 2111.

At the close of the advertising period the Council will consider all submissions and make determination on the proposed disposal.

James Trail
Chief Executive Officer

1. Dispose of 110 Forrest Street for \$270,000 inclusive of fixing the back gate, fence and reticulation
2. Dispose of 110 Forrest Street for \$285,000 inclusive of fixing the back gate, fence, reticulation and internal painting

ZION Real Estate were responsible for managing and letting 110 Forrest Street and sourcing clients to rent the property. Discussions commenced between ZION and the lessee on the possibility of buying the property some time ago.

ZION Real Estate have requested Council consider a selling fee for 110 Forrest Street Coolgardie of \$9,800 inclusive of GST

Attachments:

Nil

Consultation:

Statutory process contained in the Act relating to notification for disposal of property.

Policy Implications:

Nil

Financial Implications:

The Shire will receive funds from the sale of the property

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

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. Resolve to proceed with the disposal of Lot 464 110 Forrest Street Coolgardie in accordance with section 3.58 of the Local Government Act for a value of \$270,000 inclusive of fixing the back gate, fence and reticulation
2. Note that no submissions were received for the Local Public Notice (Section 3.58 (3) that provided the following details:
 - Site: Lot 464 No 110 Forrest Street, Coolgardie
 - Purchaser: Shirlena Milne
 - Price: \$270,000
 - Market valuation: \$300,000

COUNCIL RESOLUTION: #110/18

Moved: Councillor, S Botting

Seconded: Councillor, T Rathbone

That Council,

1. **Resolve to proceed with the disposal of Lot 464 110 Forrest Street Coolgardie in accordance with section 3.58 of the Local Government Act for a value of \$270,000 inclusive of fixing the back gate, fence and reticulation**
2. **Note that no submissions were received for the Local Public Notice (Section 3.58 (3) that provided the following details:**
 - **Site: Lot 464 No 110 Forrest Street, Coolgardie**
 - **Purchaser: Shirlena Milne**
 - **Price: \$270,000**
 - **Market valuation: \$300,000**
3. **Authorise a finding fee payment be paid to Zion real estate of \$5,000**

CARRIED ABSOLUTE MAJORITY 4/0

11.2 Technical Services

11.2.1 Tender 01/18: Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway

Location:	Shire of Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM6051
Disclosure of Interest:	The Author has no interest in this matter
Date:	19 June 2018
Author:	Keith Dickerson – Consultant, Technical Services

Summary:

The purpose of this report is to recommend to Council to accept the preferred tender in response to Request for Tender RFT01/18 – Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway.

Background:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submissions based on Tender 01/18 – “Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway”. The tender closed on Tuesday 22 May 2018 at 10am. Two tenders were received at the Kambalda Administration office and were opened by James Trail - CEO, Laura Dwyer - Manager of Recreation & Community Development and Rebecca Horan - Administration Manager.

The original funding for Renou Street was \$111,500 and Jobson Street was \$91,000 (awarded through the Federal Blackspot Funding Program). Additional funds have been confirmed through MRWA. That additional funding brings the final totals to - Jobson Street and Great Eastern Highway \$235,000 and Renou and Great Eastern Highway \$200,500. These funds must be expended prior to 30 June 2019.

Comment:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submissions based on Tender 01/18 – Upgrade of the Intersection of Renou and Jobson Streets with Bayley Street/Great Eastern Highway. Invitations for Tender were advertised in the Kalgoorlie Miner and the West Australian, with a closing date of Tuesday 22 May 2018 at 10am.

Two (2) submissions were received and the following weighting criteria were used to assess the tenders:

Description of Qualitative Criteria	Weighting %
A) Value for Money i. Price;	60%
B) Relevant Experience and Quality in providing these works. (Can be done via a Company Profile) i. Provide details of similar services undertaken;	20%

ii. Demonstrate competency and proven track record of achievement in this field; iii. Demonstrated knowledge of local conditions	
C) Respondent's Resources Respondents should demonstrate their ability and sustain the necessary; i. Specialised Plant, equipment and materials necessary to undertake the services; ii. Any contingency measures or back up of resources including personnel (where applicable).	20%

Tender Criteria Assessment Matrix – Tender 01/18

Tender A		
Criteria	Score (av)	Notes (justification for rating)
Value for Money 60%	5	Value for money acceptable
Relevant Experience 20%	5	Experience excellent
Respondents Resources 20%	5	Resources outstanding
15-100%		

Tender B		
Criteria	Score (av)	Notes (justification for rating)
Value for Money 60%	4	Value for money acceptable, however, slightly higher than Tender A
Relevant Experience 20%	5	Experience excellent
Respondents Resources 20%	4	Resources excellent
13-87%		

Of the two tenders submitted, both were compliant.

Tender A is the recommended contractor to be awarded the “*Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway*” tender for the following reasons:

- The scores for each of the weighting criteria for *value for money*, *relevant experience* and *demonstrated understanding*, were excellent or outstanding.

Attachments:

Nil

Consultation:

James Trail - Chief Executive Officer
 Keith Dickerson – Consultant, Shire of Coolgardie

Policy Implications:

Nil.

Financial Implications:

The total Federal Blackspot funding allocation for the tender is \$435,500.

	Tendered Price ex GST	Shire Short-fall ex GST
Tender A	\$487,891.03	\$52,391.03
Tender B	\$496,867.46	\$61,367.46

The cost for the short-fall in funding needs to be included in the 2018/2019 budget which is yet to be adopted. The funding will be included in the 2018/2019 Budget to be funded from the Infrastructure Renewal Reserve Account

At the 30th June 2017, Blackspot Funding of \$151,240 was shown as restricted cash. The breakdown being:

- R035 Renou Street \$44,600 already received
- R036 Jobson Street \$36,400 already received
- R132 Tip Road Kambalda \$70,240 already received

A decision will need to be made with regards to the \$70,240 for the Tip Road Blackspot project and the potential returning of funds.

Consequently, a funding source of \$354,500 from Blackspot and \$52,391.03 from Infrastructure Renewal Reserve will be required in 2018/2019

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

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

Effective communication and engagement processes

High quality corporate governance, accountability and compliance.

Statutory Environment:

Legally a Local Government, as a public body, has the responsibility to follow the appropriate processes and to treat all tenderers fairly. The terms and conditions set out in this contract is the standard WALGA contract document and imply that the Shire of Coolgardie has acted legally and fairly to all tenderers in this case.

Where under Section 1.8 of the Local Government Act requires state-wide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.

Section 5 R15 Minimum time to be allowed for submitting tenders

- (1) *If the notice is published in the newspaper as part of giving State-wide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving State-wide public notice.*

- (2) *If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.*

Section 3.57(1) of the Local Government Act 1995 requires a Local Government to invite tenders before it enters into a contract for a purchase of a prescribed kind, however Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996, Regulation 11 states this is only required for purchases worth more than \$100,000 unless Council have delegated otherwise.

The preparation, assessment and award of this tender complies with Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996 Division 2 – Tendering for Goods and Services.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

- Authorise the Chief Executive Officer to award Tender 01/18 to (Tender A) to Belridge Holdings Pty Ltd t/as Ricciardo Earthmoving, Unit 1, 305 Victoria Street, Malaga WA 6090 for \$487,891.03 ex GST.
- Authorise a contract to Belridge Holdings Pty Ltd t/as Ricciardo Earthmoving, Unit 1, 305 Victoria Street, Malaga WA 6090 for Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway.
- Authorise the Shire President and the Chief Executive Officer to sign and affix the Common Seal in accordance with Part 19.1(2) of the Standing Orders Local law to any required documentation.

COUNCIL RESOLUTION: #111/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council,

- Authorise the Chief Executive Officer to award Tender 01/18 to (Tender A) to Belridge Holdings Pty Ltd t/as Ricciardo Earthmoving, Unit 1, 305 Victoria Street, Malaga WA 6090 for \$487,891.03 ex GST.
- Authorise a contract to Belridge Holdings Pty Ltd t/as Ricciardo Earthmoving, Unit 1, 305 Victoria Street, Malaga WA 6090 for Upgrade of the Intersections of Renou and Jobson Streets with Bayley Street/Great Eastern Highway.
- Authorise the Shire President and the Chief Executive Officer to sign and affix the Common Seal in accordance with Part 19.1(2) of the Standing Orders Local law to any required documentation.

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION: #112/18

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

That Council move Purchase of Pavement Sweeper to Ordinary Council agenda it is not a confidential item.

CARRIED ABSOLUTE MAJORITY 4/0

11.2.2 Purchase of Pavement Sweeper

Location:	Shire of Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM6052
Disclosure of Interest:	The Author has no interest in this matter
Date:	19 June 2018
Author:	Engineering Administration Officer, Mel Nowlan Shire Consultant, Keith Dickerson

Summary:

For Council to consider the expenditure of approximately \$63,990 exclusive GST for the purchase of a second-hand Pavement Sweeper from the Plant and Equipment Reserve. The final price will be dependent on availability of plant at time of purchase.

Background:

The Pavement Sweeper is intended for use by Council's works unit (Parks & Gardens) for street maintenance. It is anticipated to be used for small township kerb and channel cleaning, street and carpark sweeping. The Works Supervisor, Peter Miller, has made application for this item of plant to be purchased outright and to be used in the functionality of footpaths and maintenance of general street tidiness in both the townsites of Coolgardie and Kambalda. Refer to attached Business Plan.

Uniqco Fleet Management has been engaged by the Shire to manage comprehensive reporting on industry key performance indicators, including:

- Fleet management risk assessment.
- Plant, vehicle and equipment list showing asset details on record.
- Utilisation data on actual versus projected utilisation.
- Fuel consumption and emissions.
- Services due schedule showing planned maintenance requirements.
- Scheduled vs unscheduled downtime ratio.
- Details of repair and maintenance tasks.
- Maintenance status monitoring progress of maintenance and repair jobs.
- Maintenance timesheet report providing information on labour hours.
- Approved and unapproved budget reports to assist with optimising annual replacements.

- Ten-year replacement program with optimum replacement points based on time elapsed and utilisation.
- Expenses and recoveries report analysing expenditure and income for recovery and capita replacement purposes

Uniqco have undertaken a best value analysis and compared the quoted Pavement Sweeper based on a weighted analysis of whole of life cost, 5-year ownership and 350 engine hours per year.

Comment:

As the 2018/19 budget has not been presented to Council for consideration, Council approval is required for the purchase of this plant.

Attachments:

{attachment-list-do-not-remove}

Consultation:

Shire Mechanic – Marc Pettit

Shire Consultant - Keith Dickerson

Grant Andrews – Managing Director, Uniqco Fleet Management

Statutory Environment:

Nil

Policy Implications:

#041 Procurement Policy

Local Government Act 1995 Section 6.8

Financial Implications:

As the 2018/19 budget has not been presented to Council for consideration, Council approval is required for the purchase of this plant.

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,

1. Endorses the expenditure of the funds as per the attached quote price \$63,990 exclusive GST.
2. Endorses the allocation of \$63,990 from the Plant and Equipment Reserve (account number 721000)
3. Endorses the increase in expenditure in account 120490 - Acquisition of Heavy Plant, by \$63,990.

COUNCIL RESOLUTION: #113/18

That Council,

1. Endorses the expenditure of the funds as per the attached quote price \$63,990 exclusive GST.
2. Endorses the allocation of \$63,990 from the Plant and Equipment Reserve (account number 721000)
3. Endorses the increase in expenditure in account 120490 - Acquisition of Heavy Plant, by \$63,990.

CARRIED ABSOLUTE MAJORITY 4/0

11.3 Recreation and Community Services

11.3.1 Goldfields Records Storage Management Report

Location:	Goldfields Records Storage
Applicant:	Nil
File Reference:	NAM6058
Disclosure of Interest:	Nil
Date:	20 June 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.

Attachments:

1. GRS GVROC Report 19062018 [11.3.1.1]
2. GRS Report Mc Leods Invoice 19062018 [11.3.1.2]

Consultation:

Chief Executive Officer, James Trail
Manager Recreation & Community Development, Laura Dwyer
Manager of Administration, Rebecca Horan
Records Coordinator Goldfields Records Storage, Melissa Norris

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Diversified and strengthened local economy

Establish and strengthen partnerships with industry

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, Receive the current information for the Goldfields Records Storage Facility.

COUNCIL RESOLUTION: # 114/18

Moved: Councillor, T Rathbone

Seconded: Councillor, S Botting

That Council, Receive the current information for the Goldfields Records Storage Facility.

CARRIED ABSOLUTE MAJORITY 4/0



Shire of Coolgardie Management of Goldfields Records Storage 19 June 2018

SOC have taken on Management of GRS from 1 March 2018.

Operational

- The facility has recruited internally through SOC a full time Coordinator as of 14 May 2018.
- Due to difficulties in recruiting, the facility was only open via appointment to customers during April.
- There have been ongoing issues with the shredding machine. Dust from the machine is causing the smoke alarm system to sound.
- We are currently in the process of requesting John Bavich from WDIS WA to quote on installing an extraction system to reduce the dust from shredding.
- Employees have been concentrating on the backlog of destruction of documents that have been required.
- Accounts for Sensis and Yellow Pages advertising have been cancelled.
- The Facebook Account has also been deleted as this contained contact information from a former employee who was also a current admin on the page.
- Additional information in relation to load rating from Duncan J Jack Consulting Engineers relating to load rating of mezzanine floor. In new financial year will be installing signage on racking for load ratings.

Financial

- Due to difficulties in securing a full-time employee the facility was temporarily closed and only accessible upon appointment.
- Invoicing from 1 March to 31 May has seen 42 customer invoiced totalling \$17,108.86 owing in customer charges.
- Accounts for electricity and phone and internet have been transferred.
- Due to the property title being in CKB name, the strata account cannot be transferred. The property is a strata title and requires funds to be paid to a managing facility on behalf of all tenants. If the property was to be changed from CKB name into SOC, the participants of the agreement may wish to consider the fees associated with Landgate for change of ownership.
- Invoicing to agreement participants will be 1 July 2018. This will be inclusive of the 1 March – 30 June 2018 as well as 1 July 2018 to 30 June 2019.
- As GRS have engaged in employing a person from Skill Hire, a subsidy is available. The criteria for receiving the \$6500 subsidy is that the employee works a minimum 20 hours per week and for a period of 6 months. The subsidy is paid at three intervals during the 6 month period.

- Attached is the account for McLeods Barristers and Solicitors for the amount \$4151.70 which were engaged for preparation of the amended agreement on behalf of the participating members. The account will be paid for by GVROC



McLEODS

BARRISTERS AND SOLICITORS

ABN 28 199 679 234

Stirling Law Chambers | 220 Stirling Highway, Claremont WA 6010
Telephone: (08) 9383 3133 | Facsimile: (08) 9383 4935
Email: mcleods@mcleods.com.au

Matter No: 42258

Invoice No: 102121

28 February 2018

Shire of Coolgardie
PO Box 138
KAMBALDA WA 6442

ATTENTION: Ms L Dwyer

TAX INVOICE

RE: Contract for Goldfields Records Storage

Total Fees	\$3,703.77
Disbursements	\$70.50
Subtotal	<hr/> \$3,774.27
GST	\$377.43
Total outstanding this invoice:	<hr/> <hr/> \$4,151.70

Detailed information supporting this tax invoice is attached.

With compliments

McLeods

Per:

Neil Douglas

TERM OF PAYMENT: 30 DAYS

PROFESSIONAL FEES

Date	Author	Particulars	Units	Charges
14 Feb 18	ND	Reviewing instructions and documents from Laura Dwyer, telephone call to her	5.00	\$293.95
15 Feb 18	ND	Telephone discussion with Laura Dwyer and follow up review of documents	7.00	\$411.53
22 Feb 18	ND	Drafting replacement agreement	14.00	\$823.06
23 Feb 18	ND	Drafting replacement agreement, telephone discussion with CEO, drafting replacement agreement	27.00	\$1,587.33
27 Feb 18	ND	Drafting replacement agreement	8.00	\$470.32
28 Feb 18	ND	Reviewing and responding to email queries from Laura Dwyer	2.00	\$117.58
Fees				<hr/> \$3,703.77

FEE EARNER SUMMARY

	Employee Type	Hourly Rate	Hours	Amount
Neil Douglas	Partner	587.90	6.30	\$3,703.77
Total			6.30	\$3,703.77
GST				\$370.38
Total Professional Fees				<hr/> \$4,074.15 <hr/>

Disbursements subject to GST

Date	Description	Amount	
28 Feb 18	Printing	\$70.50	
	Total	<hr/> \$70.50	
	GST	\$7.05	
	Total expenses subject to GST		\$77.55
Total Expenses			<hr/> \$77.55 <hr/>

Unless there is a contractual agreement to the contrary, interest is payable on these legal costs if the costs are unpaid for 30 days or more after this bill is given to you. Interest is payable:

1. from 30 days after we give you this bill until payment; and
2. at the rate prescribed from time to time for the purposes of section 273(4) of the *Legal Profession Act 2008* (WA).

Your rights in relation to legal costs:

The following avenues are available to you if you are not happy with this bill –

- requesting an itemisation;
- discussing your concerns with us;
- having our costs assessed;
- applying to set aside our costs agreement.

For more information about your rights, please read the facts sheet entitled 'Your Right to Challenge Legal Costs'. You can ask for a copy, or obtain it from the Legal Practice Board (or download it from the website of the Legal Practice Board or the Law Society of Western Australia)

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Elected Members

13.2 Council Officers

14 CONFIDENTIAL ITEMS

COUNCIL RESOLUTION: #115/18

Moved: Councillor, S Botting

Seconded: Councillor, T Rathbone

That Council close the meeting to the public at 07:30 pm

CARRIED ABSOLUTE MAJORITY 4/0

14.1 Allied Health Services Proposal

COUNCIL RESOLUTION: # 116/18

Moved: Councillor, S Botting

Seconded: Councillor, T Rathbone

That Council,

1. Endorse the proposal for Allied Health Services in the Shire of Coolgardie and the proposed pricing structure
2. Include funding in the 2018/2019 Budget for a minimum of 520 hours per year
3. Request a quarterly report be provided by the service provider on the outcomes of the Service
4. Review the service after 1 year.

CARRIED ABSOLUTE MAJORITY 4/0

14.2 Chief Executive Officer - Performance Review

COUNCIL RESOLUTION: #117/18

That Council endorse the Shire Presidents summary review and Key Performance Indicators of the Chief Executive Officer and endorse the following changes to the Chief Executive Officer contract:

- Motor Vehicle Allowance to be reduced from \$29,000 to \$26,000
- Increase Professional Development from \$3,000 to \$5,000
- Increase Utilities from \$5,000 to \$6,000
- A maximum of \$8,000 to be spent on Garden Maintenance at the CEO's house per financial year.
- 2018/19 CEO Key Performance Indicators
- CEO satisfactorily passed the review of an aggregate score of 3.4.

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION: #118/18

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

That Council reopen the meeting to the public at 07:58 pm

CARRIED ABSOLUTE MAJORITY 4/0

15 CLOSURE OF MEETING

Shire President, M Cullen declared the meeting closed at 08:01 pm and thanked all for their attendance.