



# **ATTACHMENTS**

**Audit Committee Meeting**

**Tuesday, 16 July 2024**



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**Inquiry into the Shire of Coolgardie**  
**Recommendations and Actions**

Recommendation	Action	Dates	Notes
<p>All council members and staff to complete conflict of interest training that specifically provides clear guidance in respect of the requirements of the Local Government Act 1995, the relevant regulations and any code of conduct requirements relating to disclosing and managing conflict of interest within 6 months of the date of this report. The Shire is to maintain a public register of that training.</p>	<p>All council members and management group to participate in conflict of interest training as per the recommendation.</p> <p>Hammond Woodhouse Advisory have been engaged to conduct this training.</p> <p>Director Governance and administration to ensure the public training register is updated once training is completed.</p>	<p>3<sup>rd</sup> April 2024 – 9am – 2pm Councillors will attend Conflict of Interest Training.</p> <p>4<sup>th</sup> April 2024 – 9am – 2pm Management Team will attend Conflict of Interest Training</p>	<p>Conflict of Interest Training completed. Email including certificates for participation has been provided to the Department.</p> <p>Public training Register on the website has been updated.</p> <p><a href="https://www.coolgardie.wa.gov.au/registers/training">https://www.coolgardie.wa.gov.au/registers/training</a></p> <p style="text-align: center;"><b>COMPLETED</b></p>
<p>Within 6 months of the date of this report, the Shire to review and update its professional development and training program for council members and staff to include biennial conflict of interest training as an ongoing requirement for all council members and staff members and to provide evidence of any updates and changes to the DLGSC.</p>	<p>Director Governance and Administration to create a professional development program for council members and staff to ensure that it includes biennial (every 2 years) conflict of interest training.</p>	<p>To be completed by 30<sup>th</sup> April 2024</p>	<p>Professional development and training program has been completed and provided to the Department. Copy attached.</p> <p style="text-align: center;"><b>COMPLETED</b></p>

<p>Within 6 months of the date of this report, the Shire to review and update its Procurement/Purchasing Policy and develop procedures that:-</p> <ul style="list-style-type: none"> <li>a. Clearly articulate the staff members who have delegated authority to approve tender documentation, that each document is appropriately approved and signed, and the staff members who are responsible to ensure that tender documents are secured in the Shire’s document management system and retain hard copies as required by relevant legislation;</li> <li>b. Includes a conflict-of-interest checklist, requiring any staff member involved in a tender or procurement process to disclose a conflict of interest and, subject to the extent of the interest, a more senior staff member determining the conflict-of-interest management plan, if the conflict of interest can be appropriately managed.</li> <li>c. Includes a contract management process to undertake:             <ul style="list-style-type: none"> <li>i. Formal contract reviews on a periodic basis to confirm</li> </ul> </li> </ul>	<p>Proposal received from Conway Highbury and Purchase order has been raised and issued.</p>	<p>To be completed 30<sup>th</sup> May 2024</p>	<p>Review and related documents have been provided by Conway Highbury have been discussed at an Executive level and recommendation tabled at the May Ordinary Meeting of Council.</p> <p>Review documents tabled and adopted by Council at its Ordinary Meeting held on Tuesday 28<sup>th</sup> May 2024.</p> <p>Documents attached.</p> <p style="text-align: center;"><b>COMPLETED</b></p>
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<p>ii. compliance with tender and scope requirements to limit scope creep, compliance with legislative requirements, budget and value for money; and Formal contract review on a periodic basis to ensure that each contractor is not insolvent, is not subject to litigation or regulator action and is not financially at risk.</p>			
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**Shire of Coolgardie**  
**Payments by Delegated Authority**  
**01 February 2024 to 31 May 2024**  
**CEO Credit Cards**

Date	Description	Value	Card
5/02/2024	News Pty Limited Surry Hills - Monthly Subscription Fee To The Australian Newspaper	\$ 40.00	2664
8/02/2024	Adobe Systems Pty Ltd Sydney - Monthly Adobe Subscription Fee For The Whole Organisation	\$ 581.84	2664
8/02/2024	News Pty Limited Surry Hills - Monthly Subscription Fee To The Australian Today'S Paper	\$ 20.00	2664
12/02/2024	Xero Au Inv-33335946 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
12/02/2024	Virgin Austr7954410016441 Brisbane - Flights For Director Of Community And Development To Attend National General Assembly In Canberra. Perth - Canberra Return 30/06/2024 - 06/07/2024	\$ 1,321.63	2664
12/02/2024	Virgin Austr7954410016936 Brisbane - Flights For Cfo To Attend The National General Assembly In Canberra. Perth - Canberra Return 01/07/2024 - 06/07/2024	\$ 1,250.94	2664
15/02/2024	Wanewsdti Osborne Park - Monthly Subscription Fee To The West Australian Newspaper	\$ 28.00	2664
19/02/2024	Qantas Airways Ltd (Ec Mascot - Flights Allan Tranter Creating Communities Consultant To Attend Chris Adams Workshop - Credtied To Travel Bank. Perth - Kal Return 22/02/2024 - 23/02/2024	\$ 1,286.43	2664
19/02/2024	Bayswater Car Rentals Bayswater - Rental Car - Transportation For Ceo To Attend Coolgardie Collaboration Workshop And Coolgardie Advocacy Meeting With Creating Communities In Perth	\$ 668.75	2664
20/02/2024	Virgin Austr7952195473769 Brisbane - Flights For Ceo To Return On Site Back In Office. Perth - Kal One Way 18/02/2024	\$ 781.00	2664
21/02/2024	Bayswater Car Rentals Bayswater - Rental Car - Transportation For Ceo To Attend Coolgardie Collaboration Workshop And Coolgardie Advocacy Meeting With Creating Communities In Perth - Refunded	-\$ 381.93	2664
27/02/2024	Europcar Perth Airport In Perth Airport - Rental Car Used For Personal Use - Invoice Back Ceo	\$ 715.78	2664
4/03/2024	Qantas Airways Ltd Ec Mascot - Credit Received	-\$ 822.62	2664
4/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
4/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 6.93	2664
5/03/2024	Qantas Air New South Wales - Annual Frequent Flyer Membership Fee For Ceo	\$ 570.00	2664
7/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Newspaper	\$ 20.00	2664
8/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Adobe Subscription Fee For The Entire Organisation	\$ 616.83	2664
11/03/2024	Xero Au Inv-33961365 Hawthorn - Monthly Subscription Fee To Gvroc	\$ 65.00	2664
11/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 34.01	2664
14/03/2024	Wanewsdti Osborne Park - Monthly Subscription Fee To The West Australian And Sunday Times	\$ 28.00	2664
18/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 24.98	2664
29/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
4/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Paper	\$ 20.00	2664
5/04/2024	Virgin Australia Brisbane - Flights For Andrew Hammond And John Woodhouse After Hosting The Conflict Of Interest Training For Management And Councillors. Kal - Perth 04/04/2024	\$ 1,120.90	2664
8/04/2024	Adobe Sydney - Monthly Adobe Subscription For The Entire Organisation	\$ 686.81	2664
11/04/2024	Wa News Dti Osborne Park - Monthly Subscription To The West Australian And The Sunday Times Newspaper	\$ 28.00	2664
11/04/2024	Xero Au Inv-34587873 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
29/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australia News Paper	\$ 40.00	2664
29/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend 2024 Minerals Conference In Canberra. Kal - Perth Return 08/09/2024 - 12/09/2024	\$ 401.91	2664

**Shire of Coolgardie  
Payments by Delegated Authority  
01 February 2024 to 31 May 2024  
CEO Credit Cards**

29/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend 2024 Minerals Conference. Perth - Canberra Return 09/09/2024 - 12/09/2024	\$ 967.39	2664
29/04/2024	Rti*Rocket Hotels *Va Ingot Sydney - Accommodation - 08/09/2024 To 09/09/2024 - Ceo To Stay In Perth For Morning Flight To Canberra To Attend The 2024 Minerals Conference	\$ 195.60	2664
26/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Paper	\$ 20.00	2664
30/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend The 2024 National General Assembly. Kal - Perth Return 30/06/2024 -07/07/2024	\$ 401.91	2664
30/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend The Mining Summit 2024 , Kal - Perth Return 21/05/2024 - 23/05/2024	\$ 401.91	2664
6/05/2024	Fairfax Business 0292822833 - Registration For Ceo To Attend Financial Review Summit - 22/05/2024	\$ 1,592.71	2664
8/05/2024	Adobe Sydney - Monthly Adobe Subscription For The Entire Organisation	\$ 863.80	2664
9/05/2024	Wanewsdti Osborne Park - Monthly Subscription To The West Australian And The Sunday Times Newspapers	\$ 28.00	2664
10/05/2024	Minerals Council Forrest - Registration And Accommodation For Ceo To Attend Minerals Week In Canberra - 09/09/2024 To 11/09/2024	\$ 2,300.00	2664
13/05/2024	Xero Au Inv-35218094 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
24/05/2024	Gm Taxipay Mascot - Taxi - Ceo To Attend Financial Review Mining Summit	\$ 68.25	2664
27/05/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
27/05/2024	Hyatt Regency Perth Opi - Accommodation For Ceo To Attend Financial Review Summit 2024 - 21/06/2024 To 23/06/2024	\$ 691.22	2664
27/05/2024	Gm Taxipay Mascot - Taxi - Ceo To Perth Airport To Return After Financial Review Mining Summits 2024	\$ 49.25	2664
30/05/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Newspaper	\$ 20.00	2664
		<b><u>\$ 17,068.23</u></b>	