



# **AGENDA**

**Ordinary Council Meeting**

**25 March 2025**

**4.30pm**

**Council Chambers, Bayley Street, Coolgardie**

**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 25 March 2025 commencing at 4.30pm.



**AARON COOK**  
**ACTING CHIEF EXECUTIVE OFFICER**

**ORDINARY COUNCIL MEETING****25 March 2025**

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

The dates, times and locations of the Ordinary Council Meetings for 2025 are listed hereunder.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>
Tuesday	25 February 2025	4.30pm	Kambalda
Tuesday	25 March 2025	4.30pm	Coolgardie
Tuesday	22 April 2025	4.30pm	Kambalda
Tuesday	27 May 2025	4.30pm	Coolgardie
Tuesday	24 June 2025	4.30pm	Kambalda
Tuesday	22 July 2025	4.30pm	Coolgardie
Tuesday	26 August 2025	4.30pm	Kambalda
Tuesday	23 September 2025	4.30pm	Coolgardie
Tuesday	28 October 2025	4.30pm	Kambalda
Tuesday	25 November 2025	4.30pm	Coolgardie
Tuesday	16 December 2025	4.30pm	Kambalda



Aaron Cook  
**Acting Chief Executive Officer**

## COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee to examine subjects and then report to Council.
3. Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

***Written notice of each question should be given to the Chief Executive Officer prior to 12:30pm on the day of the meeting. A summary of each question and response is included in the Minutes.***

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

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

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

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

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

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

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

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

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

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

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

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

**Local Government (Administration) Regulations 1996**

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

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

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

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

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

**Local Government (Administration) Regulations 1996**

- Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
- (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members, having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in sub regulation (3) requires:
- (a) A council to answer a question that does not relate to a matter affecting the local government;
  - (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) A committee to answer a question that does not relate to a function of the committee.

**2. Public Inspection of Unconfirmed Minutes (Reg 13)**

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

**NOTE:****10.3 Unopposed Business**

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

**Recording of Meetings**

- ✓ All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the Local Government Act 1995) during which time recording ceases.
- ✓ Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

**Defamation – cl 14K Local Government (Administration) Regulations 1996**

- (1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —
  - (a) publicly broadcasting a meeting;
  - (b) making a recording of a meeting;
  - (c) making a recording of a meeting publicly available;
  - (d) retaining a recording of a meeting or a copy of a recording;
  - (e) providing a copy of a recording of a meeting to the Departmental CEO.

## DISCLOSURE OF INTERESTS

Notes for Guidance

### IMPACT OF A FINANCIAL INTEREST (s. 5.65 & s.67. *Local Government Act 1995*)

A member who has a **Financial Interest** In any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- a. In a written notice given to the Chief Executive Officer before the Meeting or;
- b. At the meeting immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a. Preside at the part of the Meeting relating to the matter or;
- b. Participate in, or be present during, any discussion or decision making procedure relative to the matter, unless and to the extent that, the disclosing member is allowed to do so under *Section 5.68 or Section 5.69 of the Local Government Act 1995*.

### INTERESTS AFFECTING FINANCIAL INTEREST

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest in a matter**.

1. A Financial Interest, pursuant to s.5.60A or 5.61 of the *Local Government Act 1995*, requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are expectations in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e sporting, social, religious etc, and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e, if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors and ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **must** be given when the matter arises in the Agenda, and immediately before the matter is discussed. *Under s.5.65 of the Local Government Act 1995* failure to notify carries a penalty of \$10,000 or imprisonment for 2 years.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) of the *Local Government Act 1995*; or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act 1995*, with or without conditions.



**INTERESTS AFFECTING PROXIMITY** (s.5.60b Local Government Act 1995)

1. For the purpose of this subdivision, a person has a proximity interest, pursuant to s.5.60B of the Local Government Act 1995, in a matter if the matter concerns;
  - a. a proposed change to a planning scheme affecting land that adjoins the person's land; or
  - b. a proposed change to the zoning or use of land that adjoins the person's land; or
  - c. a proposed development (as defined in Section 5.63(5)) of land that adjoins the person's land.
  
2. In this section, land (the proposal land) adjoins a person's land if;
  - a. The proposal land, not being a throughfare, has a common boundary with the person's land; or
  - b. The proposal land, or any part of it, is directly across a throughfare from, the person's land; or
  - c. The proposal land is that part of a thoroughfare that has a common boundary with the person's land.
  
3. In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

**INTERESTS AFFECTING IMPARTIALITY**

Definition: an interest, pursuant to *Regulation 19AA of the Local Government (Administration) Regulations 1996*, means an interest that could, or could reasonably be perceived to adversely affect the impartiality of the person having the interest; and includes an interest arising from kinship, friendship or membership of an association. It is also important to be considered in relation to the Shire of Coolgardie Code of Conduct for Council Members, Committee Members, and Candidates.

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a. In a written notice given to the Chief Executive Officer before the Meeting or;
- b. At the Meeting, immediately before the matter is discussed.

**IMPACT OF AN IMPARTIALITY DISCLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

**QUESTION TIME FOR THE PUBLIC**

*(Please Write Clearly)*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**QUESTION TO THE PRESIDENT:-**

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

ITEM NO: \_\_\_\_\_ PAGE NO: \_\_\_\_\_

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

**Order Of Business**

<b>1</b>	<b>Declaration of Opening / Announcement of Visitors .....</b>	<b>13</b>
<b>1.1</b>	<b>Acknowledgement of Country .....</b>	<b>13</b>
<b>2</b>	<b>Declaration of Council Members .....</b>	<b>13</b>
<b>3</b>	<b>Record of Attendance / Apologies / Approved Leave of Absence.....</b>	<b>13</b>
<b>4</b>	<b>Declarations of Interest .....</b>	<b>13</b>
4.1	Declarations of Financial Interests – Local Government Act Section 5.60A .....	13
4.2	Declarations of Proximity Interests – Local Government Act Section 5.60B.....	13
4.3	Declarations of Impartiality Interests –Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidates for Election, Code of Conduct for Employees.....	13
<b>5</b>	<b>Response to Previous Public Questions taken on Notice.....</b>	<b>13</b>
	Nil	
<b>6</b>	<b>Public Question Time .....</b>	<b>13</b>
<b>7</b>	<b>Applications for Leave of Absence .....</b>	<b>13</b>
<b>8</b>	<b>Confirmation of Minutes of Previous Meetings.....</b>	<b>14</b>
8.1	Minutes of the Ordinary Council Meeting held on 25 February 2025.....	14
<b>9</b>	<b>Announcements by Presiding Person without Discussion.....</b>	<b>15</b>
9.1	President's Report - March 2025 .....	15
<b>10</b>	<b>Petitions / Deputations / Presentations / Submissions .....</b>	<b>16</b>
	Nil	
<b>11</b>	<b>Reports of Committees.....</b>	<b>16</b>
	Nil	
<b>12</b>	<b>Reports of Officers .....</b>	<b>17</b>
<b>12.1</b>	<b>Executive Services .....</b>	<b>17</b>
12.1.1	Kambalda Waste Facility Business Plan .....	17
12.1.2	2024 Compliance Audit Return.....	20
12.1.3	Superannuation to Council Members .....	24
12.1.4	24/25 Budget Review .....	26
12.1.5	Re Financing the ANZ existing borrowings and increasing loan debt.....	32
<b>12.2</b>	<b>Operation Services.....</b>	<b>35</b>
12.2.1	List of Payments - February 2025.....	35
12.2.2	Monthly Financial Statements for the month ended 28 February 2025 .....	37
<b>12.3</b>	<b>Commercial Services .....</b>	<b>40</b>
	Nil	
<b>13</b>	<b>Items for Information Only .....</b>	<b>40</b>
	Nil	

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<b>14</b>	<b>Elected Members Motions of Which Previous Notice has been Given .....</b>	<b>40</b>
	Nil	
<b>15</b>	<b>New Business of an Urgent Nature Introduced by Decision of Meeting .....</b>	<b>40</b>
15.1	Elected Members.....	40
15.2	Shire Officers.....	40
<b>16</b>	<b>Matters Behind Closed Doors.....</b>	<b>40</b>
	Nil	
<b>17</b>	<b>Closure of Meeting.....</b>	<b>40</b>

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****1.1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 DECLARATION OF COUNCIL MEMBERS**

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

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

Nil

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

**8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 FEBRUARY 2025**

**Date:** 18 March 2025

**Author:** Kasey Turner, Executive Assistant

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held on 25 February 2025 be confirmed as a true and accurate record.**

**9 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION****9.1 PRESIDENT'S REPORT - MARCH 2025****Date:** 18 March 2025**Author:** Malcolm Cullen, Shire President

One of the highlights in the Shire for the month of March is the free Community Concerts being held throughout the month both in Coolgardie and Kambalda. With two concerts in each town, the members of both communities have the opportunity to enjoy an evening of fun and entertainment provided by local and visiting musicians. I would acknowledge our sponsors for their contributions towards these events and thank our Staff and local Chuck Thomas for providing assistance in making this possible.

The Shire Economic Working Group is continuing to work through a number of matters regarding the management of the Kambalda Airport. It is most important that the group ensure the best possible outcome from these negotiations so that a recommendation to Council will be for the long-term benefit of the Shire and most importantly our community is achieved.

The Shire has also progressed the purchase of the Freehold Title of the entire reserve land which contains the Kambalda Seniors units and Bluebush Accommodation Village. The purchase is made up of three separate titles and will give Council greater flexibility on the land uses and purpose in the future.

Acting CEO Aaron Cook, and our Finance staff have been working through the difficult process in undertaking and preparing the Budget Review for presentation and consideration by Council prior to the end of March and is in this agenda document.

I would acknowledge the importance and effort by Mr Cook and the Finance Team in completing this work over the past months. In times such as this, regional and remote small LGAs such as the Shire of Coolgardie are facing many challenges particularly with maintaining and upgrading infrastructure and facilities, attracting and retaining experienced staff and most of all the fact that the Shire contains three major towns and the settlements of Widgiemooltha and Kurrawang that all have individual needs and services to maintain.

I received a copy of Australian Local Government Association President's Update for the month of March last week, and I would like to share an excerpt from the report to highlight the dilemma and challenges many Local Governments throughout Australia are facing in these uncertain times.

*"Last month we welcomed the interim report from the Federal Government's inquiry into local government sustainability, highlighting the urgent need for increased funding to Australia's 537 local governments. The inquiry revealed and confirmed Australia's local governments were and are at breaking point, after years of being asked to deliver more with less. It is clear that the funding model is broken and needs to be fixed and it is critical the inquiry recommends more funding to support our councils - not just re-cutting the limited and insufficient funding currently provided"*

There is currently some discussion out in the community as to why the Delivering Outcomes has not been released into the public domain. This report is highly confidential as it concerns information regarding staff members and members of the public and allegations made that are founded and some not. This was to be an all-encompassing report to be utilised internally only to inform Council and the Administration to be able to commence positive actions. Portions of this Confidential Report and the allegations are currently being used as part of the ongoing independent investigation of allegations and, as such the report will remain Confidential in order to preserve the integrity of this investigation and not jeopardise any potential litigious action arising from the situation and to ensure proper process is followed.

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**11 REPORTS OF COMMITTEES**

Nil



**12 REPORTS OF OFFICERS****12.1 Executive Services****12.1.1 KAMBALDA WASTE FACILITY BUSINESS PLAN**

<b>Location:</b>	<b>Kambalda Waste Facility</b>
<b>Applicant:</b>	<b>NIL</b>
<b>Disclosure of Interest:</b>	<b>NIL</b>
<b>Date:</b>	<b>19<sup>th</sup> February 2025</b>
<b>Author:</b>	<b>Pergy Matsika, Manager Waste Services</b>

**SUMMARY**

The transition of the existing Kambalda landfill into a transfer station aims to enhance waste management efficiency and maximize the lifespan of current landfill resources by transitioning the Landfill to a Transfer Facility. This project aligns with regulatory requirements, sustainability goals, and the needs of the community.

**BACKGROUND**

The Kambalda Waste Facility, licensed for Class II waste, was found non-compliant in 2011 due to unauthorized disposal of higher-class materials. Following regulatory directives, the landfill tip face was closed to the public only allowing selected clients, and operations shifted to a transfer station.

With reference to the attached business plan, the tip receives low waste volumes around eight tonnes per week from the disposal trucks and maintaining the landfill is no longer cost-effective. The waste team has explored transporting dirt from Coolgardie to Kambalda however, the transport and logistics was not feasible. Due to the financial strain transitioning to a transfer station, reducing operating hours and redirecting all putrescible waste to Coolgardie serves to be the next best option to sought after. This change aims to improve efficiency, lower costs, and ensure continued waste services for Kambalda residents.

**COMMENT**

The transition of the Kambalda Waste Facility into a transfer station is a necessary step toward improving operational efficiency and financial sustainability. Maintaining the landfill has proven cost-ineffective, with expenses far exceeding revenue. By consolidating waste management efforts and redirecting putrescible waste to Coolgardie, the Shire can reduce operational costs while still providing essential waste disposal services to the community.

While this change may require adjustments for residents and staff, it aligns with regulatory requirements and long-term sustainability goals. Effective communication with the community and careful management of operational logistics will be key to ensuring a smooth transition. To allow enough time for the community and staff to be advised, the transition proposed commencement date is Monday, the 2<sup>nd</sup> of June 2025.

Currently, the facility has 1 casual gate attendant who works Monday and Tuesday, 1 loader operator, and 1 gate attendant. It is open seven days a week from 9:00 a.m. to 3 p.m. Monday through Friday and 8:00 a.m. to 2 p.m. Saturday and Sunday this equates to the site being open 42 hours per week.

The proposed operating working hours based on the Kambalda waste site being open a total of 18 hours per week.

Only 1 staff member will be required to attend the gate, and the loader operator will be required only on Tuesday and Thursday, a maximum of 2 hours per day. His duties will include rearranging small hook bins ready to be emptied, pushing up green waste, metal piles, compact the big hook bins down and general site clean-up. The gate attendant's duties are inspecting and recording waste and directing residents where to go. During the transition officers will be offered other positions and duties within the Shire that fit within their current Position Description to cater for the remainder of working hours.

This will reduce salaries and plant costs significantly, by only requiring casual gate attendant during staff annual or sick leave and no full use of the loader and operator. Currently total yearly staff working hours is 5108 hours with total current salary cost of \$317,917.10. After staff working hours are reduced the new annual hours will be 1040 hours. The expected new annual salary cost based on the reduced hours will be approximately \$65,850.87.

Total Operating costs, including salaries, site maintenance costs including plant operation costs is expected to reduce from \$518,236.90 to \$266,188.95 (new annual salary cost = \$65,850.87 + current operating costs with reference from the business plan = \$ 200,338.08). Salaries are a considerable cost to landfill operations, and they have the potential to decrease once the tip operation hours are reduced.

The revenue for the Kambalda Refuse Site will reduce to between \$1,200 - \$2,000 per year. The revenue will be generated from residential and commercial hazardous waste such as asbestos as all waste received now can continue to be received within the proposed normal operating hours. It should be noted that the Shire on agreement, at a cost, can open the Kambalda Refuse Site for commercial drop offs or special deliveries that fall outside of the operating hours.

As such it is expected that the net loss from operating the Kambalda Refuse Site will drop from approximately - \$385,000 per annum to an estimated -\$100,000 per annum. The transportation costs for the transfer station waste to Coolgardie has already been factored in the existing operating costs. However, the transportation of Kerbside waste pick-up from Kambalda to Coolgardie expected increased costs are \$952.00 per week.

## **CONSULTATION**

The Shire will engage the community through social media and local recreation centres to inform residents about the transition to a transfer station. Clear communication will ensure that residents understand the changes including adjusted operating hours.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The Kambalda Waste Facility has been operating at a significant loss, with annual expenses of \$518,255.18 against an income of \$132,133.96, resulting in a deficit of \$385,502.94. Transitioning to a transfer station aims to reduce costs by cutting operational hours, minimizing staffing, and redirecting putrescible waste to Coolgardie. The transportation of waste is already factored in for it is what the Shire is currently paying for. However, the transportation of Kerbside waste pick up from Kambalda to Coolgardie expected increased costs are \$952.00 per week. Little revenue may be generated through asbestos disposal and other waste fees.

## **STRATEGIC IMPLICATIONS**

### **Accountable and effective leaders**

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

Ensuring a well-informed Council makes good decisions for the community

High quality corporate governance, accountability and compliance

**Effective management of infrastructure, heritage and environment**

Ensuring that waste management practices are compliant

**ATTACHMENTS**

1. **Business Plan: Transitioning Kambalda Landfill into a Transfer Station**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council

1. Approves the transition of the waste facility to serve the Shire of Coolgardie residents and businesses
2. All external commercial waste be diverted to the Coolgardie waste facility
3. The Kambalda waste facility operating hours be reduced to 4 days a week, open from Thursday to Sunday. The waste facility will be open from 9:30am to 1:30pm Thursday and Friday, 8:30am to 1:30pm Saturday and Sunday.
4. Approves the transition commencement date to be on Monday, 2<sup>nd</sup> of June 2025.

**12.1.2 2024 COMPLIANCE AUDIT RETURN**

**Location:** Shire of Coolgardie  
**Applicant:** Shire of Coolgardie  
**Disclosure of Interest:** NIL  
**Date:** 17 March 2025  
**Author:** Rebecca Horan, Director of Governance and Administration

**SUMMARY**

For Council to consider the 2024 Compliance Audit Return.

**BACKGROUND**

In accordance with the Local Government Act 1995 and Local Government (Audit) Regulations 1996, a local government is required to complete an annual CAR for the period 1 January 2024 to 31 December 2024 of the preceding year. The CAR, after being adopted by Council, is to be forwarded to the Department of Local Government by 31 March 2025.

The Audit Committee at its meeting held on Tuesday 25<sup>th</sup> February 2025 adopted the completed 2024 Compliance Audit return for the Shire of Coolgardie for the period 1 January 2024 to 31 December 2024.

**COMMENT**

The purpose of the annual CAR is for individual local governments to assess their level of compliance with the Local Government Act 1995 and associated Regulations.

There are 94 questions on the 2024 Return. The Compliance Audit Return only assess compliance against the Local Government Act 1995 and associated Regulations. During the audit process three (3) non-conformances were identified and will be addressed in 2025.

The specific areas addressed by the CAR are:

- Commercial Enterprises by Local Government
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning & Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Services

The Compliance Audit Return has been undertaken as an internal audit, sourcing evidence of compliance through the Shire's own records. Where relevant, resolution references have been included in the CAR.

The completed Return shows that, in general, the standard of compliance is good however there are three (3) areas that are non-compliant.

### **1. Section: Finance**

- Q3. Was the auditors report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?
- Q4. Where the local government determined that the matters raised in the auditors report prepared under section 7.9 (1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect to those matters?
- Q5. Where matters identified as significant in the auditors report, did the local government prepare a report that stated what action the local government had taken or intend to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?
- Q6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local governments official website?
- Q7. Was the auditors report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?

#### Response provided

The financial audit was still in progress at 31<sup>st</sup> December 2024, as such the auditors report could not be compiled within the reporting timeframe. Since the auditors report has not been completed, the Shire is unaware of any matters that will form part of the report.

When the report has been received, all matters will be addressed. If any matters raised are deemed significant, then the Shire will respond to those matters, forward their responses to the Minister and publish a copy of the report on the Shire's website in accordance with section 7.12A(4)(b) of the Local Government Act 1995.

### **2. Section: Integrated Planning**

- Q2. Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the comments section?
- Q3. Does the corporate business plan comply with the requirements of the Local Government Administration Regulations 1996 19DA(2) and (3).

Response provided

Council completed a review of the strategic community plan in 2022 and currently has a draft long term financial plan, however the corporate business plan has not been presented to Council within this period.

The corporate business plan will be reviewed in 2025.

**3. Section: Tenders for Providing Goods and Services**

Q1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or expected to be \$250,000 or less or worth \$250,000 or less?

Q2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract, was or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response provided

The Shire engaged the services of Casair for Baggage handling at the Kambalda Airport during the 2024 period however did not go to tender or seek quotes for the provision even though the contract was expected to be more than \$250,000.00

This non-compliance has now been resolved with the tender for Kambalda Airport Ground Handling awarded in December 2024.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 7.13

Local Government (Audit) Regulations 1996, Regulations 13 - 15

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS****1. 2024 Compliance Audit Return**

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

**That Council;**

- 1. Adopt the completed 2024 Compliance Audit Return for the Shire of Coolgardie for the period 1 January to 31 January 2024 as presented in the attachment of this report; and**
- 2. Request the CEO to submit the completed Compliance Audit Return for the Shire of Coolgardie to the Department of Local Government after the Joint Certificate is signed by the Shire President and Chief Executive Officer.**

**12.1.3 SUPERANNUATION TO COUNCIL MEMBERS**

**Location:** Nil  
**Applicant:** Nil  
**Disclosure of Interest:** Nil  
**Date:** 17<sup>th</sup> March 2025  
**Author:** Rebecca Horan, Director of Governance and Administration

**SUMMARY**

For Council to consider superannuation payments to Council members.

**BACKGROUND**

New provisions regarding local governments providing superannuation to council members commenced on 1 February 2025. These provisions are part of the changes of the Local Government Act 2024.

Previously local governments were not required to provide superannuation coverage to Elected Members as these individuals were not employees for superannuation purposes under subsection 12(9A) of the Superannuation Guarantee (Administration) Act 1992.

**COMMENT**

From the 19 October 2025, it will be compulsory for all Class 1 and 2 local governments to pay superannuation to council members. This will remain optional for class 3 and 4 local governments. The Shire of Coolgardie is a class 3 local government.

**CONSULTATION**

- CEO
- Elected Members

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 sections 5.99B to 5.99E*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

Nil



**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

**That Council resolve by Absolute Majority not to provide superannuation payments to Elected Members given payments are not compulsory for Class 3 or Class 4 local governments.**

**12.1.4 24/25 BUDGET REVIEW**

**Location:** Nil  
**Applicant:** Mr Aaron Cook Acting CEO  
**Disclosure of Interest:** Nil  
**Date:** 13/March 2025  
**Author:** Aaron Cook, Acting Chief Executive Officer

**SUMMARY**

Presented to Council is the Annual Budget Review for 24/25. This document clearly articulates the current financial position of the organisation, with considerable financial implications that cannot be overlooked, nor ignored. Recognition of the current situation is the first step in identifying and mitigating the situation to enable the organisation to return to a balanced level of operational sustainability that will be achievable over several years.

**BACKGROUND**

In accordance with the Local Government (Financial Management) Regulation 33A, between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

As a minimum requirement the review of the annual budget is required to consider the financial position of a local government for the period ending no earlier than 31 December each financial year.

Regulation 33A of the Local Government (Financial Management) also requires a local government to submit the budget review to the Council on or before 31 March in that financial year.

The budget review process for the 2024/2025 financial year has been completed for the period beginning 1 July 2024 through to 28 February 2025.

**COMMENT**

Council adopted the 2024/2025 Budget with a closing deficit position of \$627,236. The budget amendments tabled for endorsement by Council in Note 5 of the Budget Review document will result in a forecast closing deficit position of \$6,639,722. This represents an unfavourable movement of \$6,012,486.

2023/2024 Closing Position

When Council adopted the 2024/2025 Budget on 27 June 2025 the budget was adopted with an operating deficit of \$1,882,308 and a closing deficit position of \$627,236.

While it needs to be noted that the 2023/2024 Annual Financial Statements are still in draft form, the current draft document shows an operating deficit position at 30 June 2024 of \$6,558,718. This represents an unfavourable movement of \$4,676,410.

There were various reasons for the movement, the most notable being the treatment of the overdraft facility resulting in an unfavourable movement of \$2,669,595.

Another reason being Operating & Non-Operating Grants were overstated by \$1,460,092. However, it should be noted that a large portion of this was the treatment of Capital Grants & Contract Liabilities at 30 June 2024 which accounted for \$1,093,229 to the 2023/2024 closing position. This variance is offset by the recognition of grant revenue in the 2024/2025 financial year for the same value.

Other significant unfavourable movements between the 2024/2025 Budget and the current draft of the 2023/24 Annual Financial Statements included;

- Fees & Charges \$344,118
- Finance Costs \$316,516
- Proceeds from Disposal of Assets \$242,651

#### 2024/2025 Statutory Budget

There were several variances in the Statutory Budget document that have contributed negatively towards the projected closing position forecast at 30 June 2025.

The first of these was a discrepancy between the finance costs shown in the Statement of Comprehensive Income (SoCI) and Note 7 & 8 of document. The loan and lease schedules as per Notes 7 & 8 showed a total of \$1,632,320 in interest costs, however only \$1,350,865 was included in the SoCI, a variance of \$281,455.

Secondly, Note 2 relating to Rates showed an amount of \$11,297,958 to be raised from the rates billing process. The Rates Billing Verification Report shows that only \$10,812,442 was generated from the initial rates billing process, leaving a variance of \$485,516.

The final significant variance was in the calculation of the Net Current Assets with Employee Provisions. As there are no cash backed leave provisions this amount should not be adjusted in the calculation and in doing so results in the closing deficit position being understated by the amount of \$412,085.

The Shire is currently in the process of conducting a full organisational review. During the ongoing management review and the 2024/2025 budget review process, a number of matters have been identified that have contributed to the forecast closing deficit position at 30 June 2025. Some of the more significant items include;

#### Materials & Contracts

There was very little budget allocation for the management of Waste Facilities, with mostly Staff and Plant costs allocated. An adjustment of \$543,958 has been allocated during the review.

Other overspends are forecast for consultancy costs and legals fees where adjustments of \$380,000 and \$220,000 respectively have been made in these areas.

Costs allocated in the budget for maintenance in recreation areas have been put on hold resulting in cost savings of \$716,734, while an allocation of \$300,000 for footpath maintenance was used to offset the \$487,187 unbudgeted costs for the renewal of footpaths in both Coolgardie and Kambalda.

#### Utility Costs

No provision was allowed in the budget for electricity costs in areas including street lighting, recreation centres and other shire buildings resulting in an adjustment of \$346,226.

#### Kambalda Workers Accommodation

Several significant adjustments have been made for the camp accommodation including;

- Reduced rental from lower occupancy levels \$3,004,999
- Additional management & maintenance costs \$548,000
- Additional provision for electricity & water \$250,000

It should be noted that the estimated revenue is based on low occupancy levels so increased numbers would have a positive impact on the Shire's final position.

2024/2025 Capital Expenditure

There were several projects not included in the 2024/25 Budget. These included the Footpath Renewal Program in both Coolgardie & Kambalda totalling \$487,187.

There is also expenditure of \$589,058 for Land & Buildings, of which Council passed resolutions for \$442,000 of this unbudgeted expenditure.

CBA Loan Refinancing

The refinancing of the CBA loans in January 2025 had a positive impact on the forecast closing position at 30 June 2025.

The deferment of the principal repayments for a three year period will have an immediate impact in the 2024/2025 financial year, freeing up \$1,745,641 in cash. The overdraft being extinguished at the same time, along with other loan break costs freed up another \$812,140 in cash flow.

Deferred Road Works Program

Due to both current timing and cash flow restraints, a significant portion of the 2024/2025 Road Program will be carried over to the 2025/2026 financial year. The budget review has been prepared on the basis that any funding received to date for road projects will be spent in the 2024/2025 financial year. The net impact of this is an unfavourable movement of \$1,070,349 resulting from a reduction in grant funding of \$3,026,420 and capital works costs of \$1,956,071 carried forward.

Financial Overview

The Shire of Coolgardie has progressed into a financial situation that is unsustainable and requires urgent review, attention and action. This has occurred over the last several years and was created through several large-scale transactions that have not returned the income projected or required to maintain the borrowings and administrative burden and expenses have increased beyond forecasted recommendations.

The areas of the large-scale transactions referred to:

- Blue Bush Village
- Coolgardie refuse Site
- Coolgardie Wastewater Site

Plus, additional areas of expense that have significant impact on the Shire are:

- Road Works and Maintenance
- Consultants and Contractors
- Swimming Pools and Recreation Centres
- Building and Asset Maintenance

Due to the poor performance of the major transactions the Shire has, in draft form, finished the 2023/2024 financial year with an estimated deficit of \$6.558 Million. The Budget review itself has, as is part of the review, identified areas of over expenditure and reduced revenues and also areas when additional income is received, and savings made and can be easily identified on pages 6 to 11.

The projected deficit of the 24/25 financial year is \$6.639 Million. This deficit is made up of the opening negative balance and transactions through the year that have increased this deficit amount. It should be noted that there has been a significant cost saving action undertaken since the Acting CEO commenced in Mid-November. Prioritising, deferring and cancelling has enabled the projected deficit to align with this predicted amount, however many areas of loss are outside of direct control of the Acting CEO or Council as they are market driven.

In addition to the deficit shown it should be noted that currently the total borrowings of the Shire as at the end of January 2025 is \$22.043 million due to the major transactions that have occurred, however additional debt has been incurred through the facilitation of Capital leases for the Bluebush village and heavy plant for the Coolgardie Waste Facility to the amount of \$2.948 Million as at the end of January. Most Local Governments have significant Cash Reserves that are banked over years to cover unforeseen issues and are utilised for planned upgrades and requirements; however this is not the case for the Shire as these funds were utilised several years ago for other matters/projects.

Recently in January one portion of the Bank Loans was refinanced and the debt spread over a longer period with a lower interest rate being achieved, making Council decent savings that has additionally decreased the deficit as shown in the attached report.

The impact of the current financial situation has affected the entire organisation. Limitations have been placed on what payments can be made. These restrictions have affected a lot of businesses that provide goods and services to the shire and the requirement to wind back non-essential services. These actions will need to continue into the future years until the Shire can stabilise its financial position.

One of the significant points from this item, is not only to recognise the current situation but also, to identify how it is proposed to resolve the matter and progress forward to maintain a balanced level of sustainability. There are a number of actions that are being considered; however the immediate action is required to procure additional funding to mitigate the funding shortfall see out this financial year until the next budget can be presented and adopted and 2025/2026 rate income is received.

As such the considerations that need to be made to achieve Financial Sustainability are to:

- 1) Consolidate the remaining existing not yet refinanced borrowings of Council to extend the terms and look to reduce the interest rates being paid - As per the agenda item to Council this month.
- 2) Increase the existing borrowings to assist in financing the operations until the 30 June – As per the agenda item to Council this month.
  - a. Whilst additional debt is not wanted the requirement to take this action resolves in addressing certain issues and if not incurred now through debt will require a significant additional increase to the rates over the expected increase projected for 2025/2026.
  - b. The additional long-term debt also decreases the reliance on accessing expensive short term overdraft facilities that have to be fully repaid quickly.
- 3) Continue to review excess service provision and cost areas of the organisation and rationalise expenditure to ensure that value for money is being provided to the community.
- 4) Potentially seek to sell one of Council's significant assets whilst it has strong value to reduce ongoing debt.
- 5) Review the rating strategy to increase rates to appropriately cover the administrative cost and borrowings of the organisation.
- 6) Fees and Charges will need to be significantly reviewed to ensure that user pays covers the cost of the service, administration overheads and builds funds for the future expenses.
- 7) Reduce the need for Consultants and Contractors by empowering and building skill sets in existing staff and undertake more work inhouse.
- 8) Proactively seek grants that will assist in funding the actions of Council, not bring forward projects that are not a priority.
- 9) Rebuild the financial Reserves of Council over time.

10) When able repay funds off the existing loans to reduce ongoing debt.

It is clear that this item whilst providing for the Budget Review is attempting to address the greater financial situation and burden and identifying a way forward. The actions of existing staff in attempting to manage this situation has been excessive, stressful and unfair on them to burden the responsibility of addressing the complaints received and, as such, remind all readers of this agenda to treat all staff respectfully as the entire Administration, along with Council, are working to the goal to rebuild the financial sustainability of the Shire of Coolgardie.

While the recommendation is that Council endorse the proposed amendments and the closing deficit position, it is paramount that Council, Management and All Staff continue to diligently review all operations of the organisation. Any improvement to the final position at 30 June 2025 will greatly assist the Shire with attempting to balance the 2025/26 Budget.

### **CONSULTATION**

- Department of Local Government
- Western Australian Local Government Association
- External Independent Financial Consultant

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996 s33A Review of Budget*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

This item to Council has significant financial implications that require urgent resolution to enable the Shire of Coolgardie to be able to rebuild its sustainability.

Whilst some of the actions required have been discussed above this agenda is dealing with the Budget review and the actions that are required to enable the administration to advance to the next budget period are contained in a later agenda item where the remaining bank loan is proposed to be refinanced and a further additional provision of loan be facilitated.

### **STRATEGIC IMPLICATIONS**

This agenda item is the first step of Council to address the current financial situation and be as open and accountable to the Community and Stakeholders. The implications of the deficit, whilst are financial in nature, are going to have strategic decision-making implications well into the future as this situation cannot be resolved quickly or easily.

### **Accountable and effective leaders**

Ensuring a well-informed Council makes good decisions for the community

### **ATTACHMENTS**

1. **2024/25 Budget Review**

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

1. Approve the Budget Review for the period ended 28 February 2025 carried out in accordance with the Local Government Financial Management Regulations 1995 Section 33A.
2. Approve the amendments to the adopted budget as outlined in “Note 5 – Budget Amendments” in the 2024/25 Budget Review document.
3. Forward a copy of the budget review to the Department of Local Government, Sport & Cultural Industries within 14 days of endorsement, and
4. Authorise administration staff to implement the required budget amendments to reflect those changes adopted in “Note 5 – Budget Amendments” within the 2024/25 Budget Review document.

**12.1.5 RE FINANCING THE ANZ EXISTING BORROWINGS AND INCREASING LOAN DEBT**

**Location:** Nil  
**Applicant:** Aaron Cook, Acting CEO  
**Disclosure of Interest:** Nil  
**Date:** 19 March 2024  
**Author:** Aaron Cook, Acting Chief Executive Officer

**SUMMARY**

It is presented to Council to consider the approval of Re-Financing the existing ANZ loan debt, increase this loan debt, by \$4 Million to a capital outstanding of \$12.5 Million, and to bring over the Overdraft of \$500K from the ANZ to the CBA.

**BACKGROUND**

The Shire of Coolgardie, as per a previous agenda item, are facing financial difficulty due to the impacts on the annual budget through a greatly increased 23/24 closing deficit balance that was not brought through to the budget appropriately and Council key assets not returning the budgeted returns that were adopted.

This item will not go into the reasons for the cash flow difficulty as the Annual Budget review item in these agenda papers describes how the deficit was created. As is outlined in the prior agenda item this item is proposed as a part of the way forward for the Shire to recover to financial sustainability.

Early in 2025 Council approved the CBA loans to be re-financed over an extended period, 10 years, through a fixed loan that incorporates 3 years interest only and the remaining 7 years as principle and Interest repayments. This re-finance created additional increased positive cashflow for Council and was taken into account as part of the Budget Review Item.

At the close of April 2025 the total debt that sits with the ANZ bank is \$8,423,095 along with an Overdraft facility of \$500,000 to which no funds have been drawn down.

Council at the time of writing this agenda item has significant outstanding creditors and the proposal of the additional loan funds will allow the significant payments to be made to cover these outstanding debts.

**COMMENT**

It is presented to Council to re-finance the existing ANZ loans, totalling an estimated \$8,423,095 plus any other breakaway costs or any other fees, to the CBA to extend the repayment period to 5-years Interest Only with the loan to be refinanced at the close of this period and to increase the CBA Overdraft facility by \$500,000 that currently sits with the ANZ and effectively close all lines of credit/loans with the ANZ. The main loan is proposed to be increased to by an additional \$4Million, bringing the total to \$12.5 Million outstanding, to enable repayment of significant Creditors and re-commencement of Road Works.

The intent of Council re-financing the ANZ loans is to extend the period of the repayment schedule to 5 years interest only as this will allow Council to significantly increase its cashflow over the 5 years to build Council cash reserves and prepare to make a significant capital contribution at the end of the 5 years prior to refinancing.

This fits with the preexisting re-financed CBA loan as the first 3 years of this 1- year fixed loan is interest only and the remaining 7 years Principle and Interest. This also fits with the existing Capital Leases that essentially expire in 2 years. At this time with these finance leases extinguished will greatly increase the cashflow savings for Council enabling significant sustainability to be created.



This refinanced 5 year Interest Only loan will be a variable loan as interest rates are predicted to decrease and also provides the ability to make principle payments when Council is able to make budget/ end of financial year surpluses that will reduce the capital debt and reduce the repayments required.

The variable nature of the loan is also beneficial should Council choose to seek a purchaser for the Bluebush Village as this debt can then be extinguished with the remaining funds placed into reserve, gaining Council interest, for the purpose of offsetting the fixed loan that is remaining.

As stated above the additional \$4 Million in Borrowings is proposed to be utilised to enable a significant portion of the outstanding Creditors to be repaid. This is very important as there are local and external businesses that have been required to wait for payment that has, in some circumstances, been well in excess of normal payment terms. In addition, a portion of the funds will be utilised to commence and complete certain road works and projects that have not been commenced.

The refinancing will not remove all of the pressure on the Administration in getting Council through to the raising of the rates early in July, but it will allow for increased activity for Council to meet its normal daily requirements like building maintenance and finishing projects like the three houses to be rented to GROH that will once rented earn Council considerable income.

It is proposed that the settlement date for the loans be Monday the 28 April.

### **CONSULTATION**

Public Notice for 4 weeks is required under the Local Government Act s6.20 and s6.21 that deals with Borrowings. It should be noted that as it is public notice that is required, members of the public can make a submission however, the notice is for information purposes not seeking comment and submissions to then be considered.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 s6.20 and s6.21

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The item presented has the net financial effect of increasing the cash flow into the Shire however also increases the Loan borrowings for long term debt.

The increased cash flow, from reduced interest payments and deferred Principle Payments will enable Council to better utilise the funds that it has at hand to pay its future creditors under normal timeframe conditions and undertake urgent works in the Community.

The increased capital is in essence converting short term debt, being outstanding creditors to long term debt and covering pre utilised grant funds to undertake these tasks and complete the projects to get the remaining grant funding back to Council and be able to apply for new funding in the 25/26 financial year.

### **STRATEGIC IMPLICATIONS**

This agenda item and the prior Budget Review Item are the first steps in Council taking the long road to financial sustainability. On this journey there will be increased community engagement through advice being provided regarding future decision, the wins, improvements made and issues encountered.

The real aspect of the strategic implications are that this agenda item will have long lasting benefit to Council and the community within the Shire if the Financial direction is maintained and continued to be improved. Failure to undertake this course will potentially see the Shire back to where it is today and as such commitment from Council, the administration and by default the community is essential.

**A thriving local economy**

Supporting local businesses in the Shire

**Accountable and effective leaders**

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

**Effective management of infrastructure, heritage and environment**

Maintaining and renewing infrastructure and building assets

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council:

- 1) As per the Local Government Act s6.20, authorise the refinancing of the remaining current ANZ loan, balance of est \$8,423,095 plus breakaway costs and any other fees, to the CBA to a 5-year interest only loan and increase the capital loan borrowings by \$4 Million to a total capital debt of \$12.5 Million.
- 2) Bring the existing \$500,000 Overdraft facility from the ANZ to the CBA increasing the existing CBA Overdraft to a maximum overdraft facility of \$2 Million.
- 3) The CEO advertise the public notice, as per the Local government Act s6.20 requirements for a period of 4 weeks.
- 4) The CBA be advised that the contract settlement of borrowings be entered into as of the 28 April 2025.

## 12.2 Operation Services

### 12.2.1 LIST OF PAYMENTS - FEBRUARY 2025

Location:	Nil
Applicant:	Nil
Disclosure of Interest:	Nil
Date:	14 March 2025
Author:	Raj Subbiah, Finance Manager

#### SUMMARY

For Council to receive the list of accounts for February 2025.

#### BACKGROUND

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

#### COMMENT

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

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

Significant Payments for the month of February 2025 are: -

1. Sirrom Village – Management of Bluebush Village
2. Dowsing Group Pty Ltd – Footpath Works
3. Versatile Plant And Contracting Pty Ltd – Road Maintenance

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

##### Accountable and effective leaders

Maintain integrated strategic and operational plans

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

1. **List of Payments February 2025**

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That Council RECEIVE listing (attached) of accounts paid during the month of February 2025 by the Chief Executive Officer under delegated authority of Council.

1. **Municipal accounts totalling \$849,046.48 on municipal vouchers EFT28637 – EFT28721, Cheque 53609 and Direct Debits**
2. **Fuel card payments totalling \$138,423.38**
3. **Credit Card totalling \$4,871.78**
4. **Woolworths Cards totalling \$1,238.44**

**12.2.2 MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 28 FEBRUARY 2025**

**Location:** Shire of Coolgardie  
**Applicant:** Shire of Coolgardie  
**Disclosure of Interest:** Nil  
**Date:** 18 March 2025  
**Author:** Raj Subbiah, Finance Manager

**SUMMARY**

This report recommends that the Monthly Statement of Financial Activity report for the period ending 28 February 2025 is presented to Council for adoption.

**BACKGROUND**

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations*, the Shire is to prepare a monthly Financial Statement for approval by Council.

The format for monthly reporting was introduced by the Department of Local Government from 1 July 2005; the change was implemented to provide elected members with a better idea of operating and capital revenues and expenditures. The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

*Section 6.4 of the Local Government Act 1995*, requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*. Regulation 34 has been amended to require that Councils report on the sources and applications of funds on a monthly basis and that the report be noted by Council.

**COMMENT**

Attached for consideration is the completed Monthly Financial Report.

The document attached includes Statements of Financial Activity by Program, and Nature and Type, Notes to the financial statements, an explanation of material variance as well as a summary of bank account balances at 28 February 2025, loan repayments, and reserve account status.

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

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

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

(1A) In this regulation —

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

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

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

High quality corporate governance, accountability and compliance

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

**ATTACHMENTS**

1. **Monthly Financials - February 2025**
2. **Monthly Reports - February 2025**

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

**That the Monthly Financial Activity Statement for the period 1 July 2024 to 28 February 2025 be RECEIVED.**

**12.3 Commercial Services**

Nil

**13 ITEMS FOR INFORMATION ONLY**

Nil

**14 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

**15.1 Elected Members**

**15.2 Shire Officers**

**16 MATTERS BEHIND CLOSED DOORS**

Nil

**17 CLOSURE OF MEETING**