



**City of  
Kalgoorlie  
Boulder**

# **AGENDA**

**Notice is hereby given  
for the ORDINARY Meeting of Council  
commencing at 7:00PM**

**on**

**24 FEBRUARY, 2020**

**at the**

**Kalgoorlie Town Hall**

21 February 2020



## **NOTICE OF MEETING**

An Ordinary Council meeting of the City of Kalgoorlie-Boulder will be held in the **Kalgoorlie Town Hall** on **Monday, 24 February 2020** commencing at **7:00pm**.

Regards

A handwritten signature in black ink, appearing to read "John Walker". The signature is written in a cursive style with a horizontal line extending to the left.

**JOHN WALKER**  
Chief Executive Officer

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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS****2 OPENING PRAYER**

To be conducted by Father Brennan of the Catholic Church.

**3 DISCLAIMER READING**

The Mayor will read the disclaimer to those present.

Please note this meeting is being recorded and streamed live on the Council's website in accordance with Council's Recording and Streaming of Council Meetings Policy, which can be viewed on Council's website.

All reasonable care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is assumed your consent is given if your image is broadcast.

The recommendations contained in this Agenda are Officer's 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 Council's decision.

**4 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

**IN ATTENDANCE:**

**MEMBERS OF STAFF:**

**VISITORS:**

**PRESS:**

**APOLOGIES – ELECTED MEMBERS:**

**APOLOGIES – MEMBERS OF STAFF:**

**LEAVE OF ABSENCE:**

- 5 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 6 **PUBLIC ACCESS AND PUBLIC QUESTION TIME**
- 7 **PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 8 **NOTATIONS OF INTEREST**
- 8.1 **INTEREST AFFECTING IMPARTIALITY CITY OF KALGOORLIE–BOULDER CODE OF CONDUCT**
- 8.2 **FINANCIAL INTEREST LOCAL GOVERNMENT ACT SECTION 5.60A**
- 8.3 **PROXIMITY INTEREST LOCAL GOVERNMENT ACT SECTION 5.60B**
- 9 **APPLICATIONS FOR LEAVE OF ABSENCE**
- 10 **ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSIONS**
- 11 **CONFIRMATION OF MINUTES**  
  
[Minutes of Ordinary Council Meeting held on 10 February 2020](#)  
  
That the minutes of the **Ordinary** meeting held on 10 February 2020 be confirmed as a true record of that meeting.
- 12 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
  
Nil.
- 13 **URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

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## 14 REPORTS OF COMMITTEES

### 14.1 ALL PURPOSE COMMITTEE MINUTES - 17 FEBRUARY 2020

#### 14.1.1 CEO UPDATE

**Responsible Officer:** John Walker  
Chief Executive Officer

**Author:** John Walker  
Chief Executive Officer

**Disclosure of Interest:** Nil

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

That Council receive the update from the CEO.

#### EXECUTIVE SUMMARY

Following Ordinary Council Meetings in November and December 2019, the following items were to return to the next All Purpose Committee meeting to facilitate further review and discussion:

- Free Public Wi-Fi;
- Paving Solutions Hannan and Burt Streets; and
- Reinstatement of Community Safety & Crime Prevention Reference Group.

This report is to provide an update to Committee members on the progress of these items.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to be a strong and vibrant community that plans for a diversified future.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

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## REPORT

### Free Public WI-FI

11 November 2019 - Item 12.2

At the Ordinary Meeting of Council on 11 November 2019, it was resolved by Council the CEO was to provide an update to the February 2020 All Purpose Committee Meeting on the progress being made to introduce free Wi-Fi to the CBD's of Kalgoorlie and Boulder.

The City has engaged services to have the town scoped in January in order to establish suitable locations for wireless access points and the potential for a backbone network to deliver these services. The proposal has been recently received and will be evaluated in coming weeks before the presentation of a formal report to All Purpose Committee in March this year. The proposal envisages a cost of approximately \$250,000 to deliver a full service to the City.

### **Paving Solutions Hannan and Burt Streets**

11 November 2019 Item 15.1.2

At the Ordinary Meeting of Council on 11 November 2019, it was determined the matter would be referred back to the next All Purpose Committee meeting, and Officers were requested to produce samples of products via a test area to allow review by Council.

All pavers are to be laid and available for inspection at the Depot test site. I would suggest a formal group inspection for elected members on Monday 17<sup>th</sup> February at 5:30pm. If an elected member is unable to attend, they are to advise the CEO and an alternative time can be arranged in order to facilitate discussion at the All Purpose Committee Meeting on 17 February 2020.

### **Reinstatement of Community Safety & Crime Prevention Reference Group**

9 December 2019 - Item 12.1

At the Ordinary Meeting of Council on 9 December 2019 it was resolved the possible reinstatement of the previously disbanded Community Safety and Crime Prevention Reference Group be discussed at the next All Purpose Committee Meeting.

Given Council's support towards the Futures Group concept on Monday night, the understanding is this matter will not proceed further as the 'City Living & Community Safety' group would take on this responsibility.

### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.



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**14.1.2 GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC) MINUTES**

**Responsible Officer:** John Walker  
Chief Executive Officer

**Author:** Cally Galliers  
Manager Organisation and People

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council receive the Goldfields Voluntary Regional Organisation of Councils (GVROC) unconfirmed Minutes of the 31 January 2020.**

**EXECUTIVE SUMMARY**

The GVROC held an in-person meeting on the 31 January 2020 in Esperance, this report presents the unconfirmed Minutes to the Committee for noting and information.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to be a strong and vibrant community that plans for a diversified future.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

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**REPORT**

The GVROC is a voluntary regional organisation established to enhance service delivery and infrastructure for the collective and individual communities, and to achieve a sustainable, cost effective model for sharing resources. The GVROC is comprised of the following Local Governments:

- Shire of Coolgardie
- Shire of Dundas
- City of Kalgoorlie-Boulder
- Shire of Laverton
- Shire of Leonora
- Shire of Menzies
- Shire of Ngaanyatjaraku
- Shire of Wiluna
- Shire of Esperance
- Shire of Ravensthorpe

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Unconfirmed Minutes GVROC Council Meeting 31012020 

WALGA Report to GVROC Meeting January 2020 

Camel Hub Presentation 

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### 14.1.3 STRATEGIC INDUSTRIAL LAND PROJECT

<b>Responsible Officer:</b>	<b>John Walker Chief Executive Officer</b>
<b>Author:</b>	<b>Alex Weise Executive Manager Economy and Growth</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council receive the Strategic Industrial Land Project update and endorse the progress and actions to develop the Growth Plan initiative.**

#### EXECUTIVE SUMMARY

This report provides an update on the City of Kalgoorlie-Boulders Strategic Industrial Land project which is one of the ten priority initiatives implemented as part of the Growing Kalgoorlie-Boulder Economic Growth Plan, that aims to:

1. Strengthen the capability of the City to drive long run investment, business and local employment growth;
2. Deliver population growth that is generated by economic growth; and
3. Support the efficient and effective delivery of development effort and investment.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to support diverse and growing industries.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

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### REPORT

Over the last several years the City of Kalgoorlie-Boulder has been working strategically to position Kalgoorlie-Boulder as a prime location for investment by working to secure suitable large scale industrial land and creating an enabling environment for industries that add value to the well-established mining industry.

In 2017, the City identified three industrial land parcels (refer to attachment) and commenced work to secure and develop these sites, with the purpose of attracting new industries. Land tenure was secured for Strategic Industrial Area 2 (Lot 500) in June 2018 and an option to sublease was signed by Neometals Pty Ltd for the establishment of a Lithium Hydroxide processing plant.

Since that time, the City has been developing the Strategic Industrial Land project and actively engaging with potential proponents and stakeholders has remained a priority. Over the last 12 months, these engagement activities have shaped significant interest from potential industry proponents and have resulted in Kalgoorlie-Boulder being included in State and National strategic planning for critical mineral, battery and energy hubs.

In September 2019, the City signed a memorandum of understanding (MOU) with rare earths producer Lynas Corporation that will enable the development of a rare earth cracking and leaching plant on the City's Strategic Industrial land. Active negotiations, discussions and studies are underway with six potential proponents that could see additional major projects developed in Kalgoorlie-Boulder in industries such as mineral processing (rare earths, lithium, nickel), renewable energy (solar, wind, pumped hydro) and end-use industries (hydrogen production, cathode materials). Discussions with some proponents have advanced to the development of MOU's and possible options to sublease.

### **Update on Strategic Industrial Land Areas**

The City Kalgoorlie-Boulder has three strategic industrial area land parcels totaling approximately 717ha, which is made up of three parcels.

#### Strategic Area one: (368ha)

The City has addressed mineralisation and a section 19 under the *Mining Act 1978* is in place, which exempts the land from mining or any specialised provision of the Mining Act. Native Title rights exist and the City is working with the State Government to explore ways to activate this parcel and incorporate Aboriginal Participation and employment outcomes.

#### Strategic Area two: Lot 500 (135ha)

The City has secured long term State Government lease on this site. Baseline environmental studies have been completed and an option to sublease has been signed and other site development opportunities are being investigated.

#### Strategic Area three: Lot 350 (214ha)

The City has made significant progress in recent months to advance its efforts to secure tenure over this parcel and is continuing to work with the State Government with the objective of obtaining land tenure mid-2020. The land is zoned Future Industry and baseline environmental studies have been completed. There are several proponents eager to advance negotiations with the City to enter into option(s) to sub-lease parts of the land in the event the City is able to secure tenure of the Lot 350 site. This is also the preferred site for the intermodal terminal associated with the Kalgoorlie Rail Realignment project.

### **Stakeholder and Government Engagement**

In December 2019, the City's CEO and Executive Manager of Growth and Economy met with senior representatives from the organisations (listed below) to discuss and

prioritise ways to work together to align efforts and support the development of a hub and major projects in Kalgoorlie.

- Future Battery Industries Cooperative Research Centre (FBICRC)
- Western Power (WP)
- Department of Planning Lands and Heritage (DPLH)
- Department of Jobs Tourism Science and Innovation (JTSI)
- Department of Primary Industries and Regional Development (DPIRD)
- BHP Nickel West (NW)

These meetings have led to several high level outcomes which including:

1. A Collaborative project with the FBICRC, the KalHub and WA School of Mines. This project sees Kalgoorlie-Boulder included as one of three locations in a National scene-setting project for Battery Energy Industry Hubs. The proposal is due to be considered at the March 12 FBIRC board meeting. The Kalgoorlie component will include additional water needs and supply analysis project work support the future growth of a Kalgoorlie Critical Minerals Energy Hub. The three proposed locations are:
  - Collie/Kemerton/Bunbury region - representative of battery minerals production (lithium), end-use implementation industries and a region in transition.
  - Kalgoorlie - representative of mineral processing (rare earths, lithium, nickel), battery components production (cathode materials) and end-use implementation industries.
  - Fisherman's Bend, Victoria - representative of advanced end-use technology and production industries.
2. An agreement for the City and WP to work collaboratively on a study to see major electricity load capacity made available to the Critical Minerals Hub in Kalgoorlie.
3. An agreement with the DPLH on the major projects to be prioritised for Kalgoorlie-Boulder
4. The establishment of regular meetings between the City and JTSI to progress the Lynas Rare Earths Plant and other major projects.
5. Advancement of funding applications for the:
  - Masterplan Project for the Strategic Industrial Land project to strategically link the parcels of land and the Kalgoorlie Nickel Smelter; and
  - Market Scan and Demand Analysis component of the Kalgoorlie Rail Realignment Project.
6. Strategic discussions on collaboration to support the Kalgoorlie Nickel Smelter and expansion projects such as the Southern Leach project.

The City has also been actively pursuing opportunities with Infrastructure WA and the Federal Government Critical Minerals Facilitation Office to seek support for the

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hub and major infrastructure projects. The City will be meeting with CEO and Chairperson of Infrastructure WA when they visit Kalgoorlie-Boulder on the 28th February. Discussions are underway to secure a meeting date with the Critical Minerals Facilitation Office. A number of other potential proponent visits are being arranged for the first quarter of 2020 to advance feasibility studies for potential projects.

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Land Options SIA January 2020 

**14.1.4 RECYCLING - STATUS UPDATE**

<b>Responsible Officer:</b>	<b>Stuart Devenish General Manager Infrastructure and Environment</b>
<b>Author:</b>	<b>Dylan Martini Waste Management Team Leader</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

That the Committee recommend Council receive the information contained in this report regarding City of Kalgoorlie-Boulder recycling program.

**COMMITTEE RECOMMENDATION**

That Council:

1. Receive the information contained in this report regarding the City of Kalgoorlie-Boulder recycling program;
2. Note Cleanaway have confirmed ongoing contractual arrangements and capacity for recycling; and
3. Receive the advice from Cleanaway confirming 100% of the recycling will again be processed in accordance with the contract.

**EXECUTIVE SUMMARY**

This report has been prepared to provide Council with an update on the status of recycling for the City of Kalgoorlie-Boulder.

Cleanaway's Material Recovery Facility (MRF) in Guildford suffered a catastrophic fire event on Monday 25 November 2019. Prior to this all comingled recycling was processed at the Guildford MRF. As an interim measure, Cleanaway temporarily processed recycling at the South Metropolitan Regional Council (SMRC). Contractual arrangements between Cleanaway and SMRC failed resulting being temporarily landfilled.

Cleanaway have secured contractual arrangements and capacity to recommence recycling on Monday 17 February 2020. The interim recycling arrangements are expected to be ongoing until Cleanaway recommission their MRF in late 2020.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no budget implications resulting from this report.

**REPORT**

Cleanaway are the City's principal contractor for the collection of waste material. On Monday 25 November 2019 a catastrophic fire event destroyed Cleanaway's Guildford MRF. As a result, Cleanaway lost their capacity to process the recycling material of many local governments across Western Australia.

On 19 December 2019, the City announced that recycling would be processed through the Southern Metropolitan Regional Council (SMRC), commencing 23 December 2020 following an interim agreement being reached between SMRC and Cleanaway. The City had been advised that this solution was expected to carry on until Cleanaway's MRF was rebuilt. However, on 31 January 2020 the City was notified that commercial negotiations between Cleanaway and SMRC had failed and Cleanaway would need to recommence landfilling immediately effective from 3 February 2020.

The City met with Cleanaway representatives on 11 February 2020 to determine a long term recycling solution. Cleanaway has provided formal advice of their capability to recommence recycling on Monday 17 February 2020. The interim recycling arrangements are expected to be ongoing until Cleanaway recommission their MRF in late 2020.

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.


**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

The City has and will continue to notify the community of the status pertaining to the recycling processing.

**ATTACHMENTS**

Cleanaway - Memo 



### 14.1.5 TRANS ACCESS ROAD RENEWAL & MAINTENANCE PROJECT STAGE 1

**Responsible Officer:** **Stuart Devenish**  
**General Manager Infrastructure and Environment**

**Author:** **Gerard Sherlock**  
**Manager Infrastructure Services**

**Disclosure of Interest:** **Nil**

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council receive the renewal and maintenance plan and program for Stage 1 of the Trans Access Road Project to be delivered as part of the 2019 – 2020 budget.**

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of the renewal and maintenance plan and program for Stage 1 of the Trans Access Road Project, which will be delivered as part of the 2019 – 2020 budget.

Stage 1 of the project is being undertaken in partnership with our preferred supplier contractor (Hampton Transport) and the pastoralists who reside on and use the road.

The program commences on 17 February 2020 and will continue until the end of May 2020.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to:

- Deliver a safe and integrated transport network
- Ensure a sustainable asset and infrastructure base
- Ensure equitable community services for all residents

#### BUDGET IMPLICATIONS

The City has a budget of \$1,076,800 Excl. GST to undertake Stage 1 of the project.

The budget is comprised of the following:

Trans Access Upgrade	\$503,467	CKB Funded
Trans Access Renewal	\$140,000	CKB Funded
Aboriginal Access Roads	\$133,333	Grant Funded
Trans Access Special Grant	\$200,000	Grant Funded
Remote Access	\$100,000	Grant Funded

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Total Funding	\$1,076,800 Excl. GST
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## REPORT

The City's network of roads covers approximately 1,408Km with 418km being sealed and 990Km unsealed. The Trans Access Road stretches from the junction with Mount Monger Road (30km from Kalgoorlie Boulder), out past Rawlina for a distance of 418Km.

The Trans Access Road is an important economic contributor to the region; annually the pastoralist on the road farm approximately 70,000 animals with an economic contribution reaching approximately \$10,000,000.

Concerns for the condition of the Trans Access Road have been raised over the last 12 months by pastoralists living on and using the road as well as other road users. The remoteness of the road along with the limited availability of water and gravel have led to the condition of the road deteriorating over the last number of years.

In June 2019, after meeting with key stakeholders and users of the road, the City gained a better understanding of their concerns. The City committed to spending \$2,400,000 on the road over the next three years. The 2019 – 2020 budget allocation is Stage 1 of that three-year commitment.

### Project Stages

Stage 1 of the project involves the renewal and upgrade of approximately 29.1km of road as well as a full maintenance grade on the remaining road.

The renewal works outlined will help to improve the condition of the road making it safer for users, as well as improving the road conditions. The maintenance grade will help to improve the road surface making for a smoother journey for road users.

Stage 2 and Stage 3 will target additional trouble spots while also continuing with annual maintenance grading.

### STATUTORY IMPLICATIONS

There are no statutory implications resulting from the recommendations of this report.

### POLICY IMPLICATIONS

Purchasing Policy Corp-AP-001  
Community Engagement Policy Exec-OD-007

### COMMUNITY ENGAGEMENT CONSULTATION

In June 2019, executives from the City travelled the Trans Access Road and met with pastoralists to discuss their concerns. In November 2019, further meetings and discussions were had with pastoralists in relation to their concerns and the upcoming

works. Conversations have been ongoing since then culminating in the Stage 1 renewal and maintenance plan and program.

**ATTACHMENTS**

01-T-002 Trans Access Road Upgrading Work 2019-2020 Priority 1- r4 

**14.1.6 EXTENDED ROAD RENEWALS PROGRAM 2019 - 2020**

**Responsible Officer:** **Stuart Devenish**  
**General Manager Infrastructure and Environment**

**Author:** **Gerard Sherlock**  
**Manager Infrastructure Services**

**Disclosure of Interest:** **Nil**

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council endorse the extended Road Renewals Program for the 2019 - 2020 financial year.**

**EXECUTIVE SUMMARY**

The purpose of this report is for Council to receive the information pertaining to the extended Road Renewals Program for the 2019-2020 period.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to:

- Deliver a safe and integrated transport network
- Ensure a sustainable asset and infrastructure base
- Ensure equitable community services for all residents
- Ensure a sustainable asset and infrastructure base

**BUDGET IMPLICATIONS**

The budget for this program is comprised of savings from the recent efficiencies review, as well as City and Grant funding.

The program will be completed before the end of the financial year with all allocated budgets committed and spent.

**REPORT**

Following on from the 11 November 2019 Ordinary Meeting of Council, a priority list of roads for renewal was to be presented to Council for endorsement subsequent to a final road inspection and update by City officers.

The road inspections were completed in January. Once completed, the City worked with its preferred supplier, Total Asphalt, to determine the best way to address the issues facing each individual road and to devise the most appropriate treatment

method. The attachment outlines all roads to be renewed along with the treatment method for each.

### **Comment**

The program for the 2019 - 2020 financial year focused on two key areas:

1. Roads with the highest daily usage; and
2. Roads which are at or beyond end of life.

Roads within the main CBD area will be asphalted while outlying roads (outside of industrial areas) will receive PMB (Polymer Modified Bitumen).

The extended road renewals program will start in February 2020 with the initial focus being on key intersections and industrial areas while the PMB program will start on 9 March. The program will continue until the end of June with the final part of the program focusing on asphalt footpaths (red asphalt).

### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

### **ATTACHMENTS**

01- R- 401 Road Resurfacing Program 2019-2020 r3-1 

**14.1.7 ALTUS COLLABORATION CONSORTIA PROJECT (ACC) UPDATE  
FEBRUARY 2020**

**Responsible Officer:** David Trevaskis  
General Manager Finance and Corporate

**Author:** David Trevaskis  
General Manager Finance and Corporate

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council receive the progress update of the Altus Collaboration Consortia project.**

**EXECUTIVE SUMMARY**

The current Enterprise Resource Planning (ERP) system used by the City is SynergySoft. It is a software application developed by IT Vision Pty Ltd and is used by the majority of Local Governments in Western Australia to manage core business functions including financial reporting, payroll, rates and property data.

In 2017 CKB signed up to actively participate as a collaboration partner and key stakeholder in the product development of the IT Vision Altus Program for a 3-year period. The Altus Program objectives are to deliver a cloud based solution, with a new user interface experience designed for enhanced form and function, including advanced features such as the use of mobility applications for staff. The original consortium consisted of the City of Kalgoorlie-Boulder, City of Kalamunda, City of Greater Geraldton (no longer actively participating) and IT Vision Pty Ltd.

As a consortia member, the City has been involved with the development and testing of the Altus products and compensated financially by IT Vision for the time and effort required. Two and half years into the Program some of these modules are now ready for early adopter use.

On Thursday 13 February 2020 representatives from IT Vision, including technical officers, demonstrated several of the Altus products to staff and the latest enhancements.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

**REPORT****ALTUS PROGRAM UPDATE****Core Financials**

Core Financials consists of a suite of modules within the financial system including the general ledger, accounts receivable and accounts payable functions. It is the foundation module in the Altus suite and is anticipated to significantly enhance and improve current processes. IT Vision estimate that the Core Financials product will be ready for user testing by June 2020. This will allow the City to begin user testing procedures and prepare for implementation on 1 July 2021.

**Altus Payroll**

The City has been the lead on the implementation of Altus Payroll (Definitiv) which was implemented by the City on 1 July 2019. The product has delivered clear efficiencies and a much improved interface for staff. As an early adopter of the product, it has not been seamless and there are some ongoing integration issues which are anticipated to be resolved in the coming weeks.

**Altus Bank Reconciliations**

The Altus Bank Reconciliation product is in use by several Local Governments within Australia and the demonstration on Thursday was well received by staff. Bank reconciliations are currently completed manually using excel and it is anticipated this product will generate significant time savings. Preparation for its implementation at the City will begin in the coming weeks.

**Altus Infringements**

The City of Greater Geraldton is currently using the Altus Infringements product which allows staff to generate infringements on the spot that feed directly back to the office using IPads and other mobile devices. This was demonstrated on Thursday and staff are keen to implement in the coming months.

**Altus Inspections**

The City of Kalamunda have been the lead partner testing Altus Inspections. The product was demonstrated to staff on Thursday who were impressed with the potential benefits it will offer users. It will enable staff to prepare inspections onsite using mobile devices and the ability to conveniently schedule further appointments/follow ups as required. Forms can be easily tailored as required for the City's needs. Acceptance testing is in its final stages by the City of Kalamunda and it will be ready for implementation at the City soon after the infringements product is in use.

**Procurement / Tender Management System**

The City's procurement department reviewed the initial release of this system in April 2019 and identified several shortfalls to be addressed before implementation. On Thursday, a demonstration of the product was delivered to procurement staff

detailing the enhancements since the initial testing. The product is greatly improved with a view to go live next financial year.

Like all the Altus products, Altus Procurement is a cloud based application. Once operational, it will store sensitive data including supplier and contract details. Security of this data will be the City and IT Vision's highest priority. Before hosting City data in Altus procurement, Service Levels and Software as a Service (SaaS) agreements need to be developed by IT Vision and signed by both parties. IT Vision are currently preparing these critical documents and until they are signed, the use of certain products such as Altus Procurement, will be delayed.

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.



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## 14.2 FINANCE AND AUDIT COMMITTEE MINUTES - 20 FEBRUARY 2020

### 14.2.1 OHS AUDIT REPORT UPDATE

**Responsible Officer:** John Walker  
Chief Executive Officer

**Author:** Cally Galliers  
Manager Organisation and People

**Disclosure of Interest:** Nil

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council receive the update on the Paxon OHS Audit Actions and note the final report be presented to the Audit Committee at the May 2020 meeting.**

#### EXECUTIVE SUMMARY

On 15 May 2019 the Finance and Audit Committee (“**Committee**”) were presented with the findings from Paxon Group following the audit on: Workplace injury, death or disease due to poor safety culture/practices. This was a risk identified in the Operational Risk Register as a high risk.

Following the audit findings, the City has been developing an action report, implementing processes and obtaining external advice, ensuring the actions put in place address the findings.

The City is currently obtaining expert risk management and OHS advice from the City’s insurer, LGIS and will present the final Actions Report to the Committee at the May 2020 meeting.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to be a family friendly city that is a safe place to live work and play.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

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## REPORT

The Paxon Group Audit identified the City had some significant areas in which to improve its performance in the following specific areas.

Following identification of action items, the City has been undertaking extensive review of current processes and procedures, and where appropriate implement actions, or identify actions to be implemented.

This report provides a summary update to the Committee of the actions completed, and those in progress to address the Paxon Group audit findings.

### **Actions Completed**

- The City has implemented an OHS policy, adopted by Council 26 August 2019.
- Goldfields Oasis Recreation Centre chlorine storage improvement processes implemented in April 2019.
- Pre-Start processes executed within Works Teams.
- Improvements actioned for oil and chemical storage.
- Hazard Identification and Workplace Inspection procedures have been developed in consultation by the City with LGIS following audit of all Sites.
- Launching of the Safety Focus Group with the aim of improving safety and community OHS issues and improvements in each business area.
- Completed initial draft Contractor Management Plan in October 2019.
- Assessment of emergency procedures completed September 2019.

### **Actions in Progress**

- Waste Water Plant capital upgrade in progress.
- OHS Risk Management Procedure and OHS Risk Management Register have been written and are being reviewed in consultation with LGIS.
- Development of emergency procedures with LGIS consultant.
- OHS procedures manual has been drafted and is currently being reviewed by LGIS.
- An OHS Training Plan is being developed with LGIS to improve the levels of OHS related training for employees and OHS representatives.

The City has implemented and completed several actions to address the audit findings and once consultation with LGIS is complete, expects the completion of many of the Actions in Progress to be completed.

### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

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**14.2.2 APPROVE TERMS OF REFERENCE**

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That the Committee recommend Council approve the Finance and Audit Committee Terms of Reference as presented.**

**COMMITTEE RECOMMENDATION**

**That Council approve the Finance and Audit Committee Terms of Reference as endorsed by the Finance and Audit Committee.**

**EXECUTIVE SUMMARY**

On 25 November 2019 Council endorsed the new membership to the Finance and Audit Committee ("**Committee**"), including the appointment of an Independent Chair. This is the first Finance and Audit Committee meeting since appointing the new membership and it is recommended to review and approve the Committee's Terms of Reference.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

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**REPORT**

This report includes a revised version of the Finance and Audit Committee's Terms of Reference for review.

In summary, the following sections have been added since the Terms of Reference was last approved in October 2017.

**3. Membership**

The Committee shall comprise of:

**6 Voting members**

Five members being Elected Members of Council.

Independent Chairperson.

*Deletion of "Criteria"*

#### 4. Chairperson

In addition to the Duties and Responsibilities as a Committee member, the Committee Chairperson shall:

- Provide leadership and direction to the Committee including providing meeting structure.
- Ensure effective communication between the Committee, the CEO and Council.

#### 5. Reporting

- An agenda containing reports for the Committee to consider will be prepared by the Chief Executive Officer and General Manager Finance and Corporate and presented at each committee meeting.

#### 6. Duties and Responsibilities

##### **External Audit**

*Deletion of process of appointment of external auditor – External Auditor is now appointed by the Office of Auditor General.*

##### **Internal Audit**

- Consider the CEO's review of the appropriateness and effectiveness of the financial management systems and procedures not less than once in every three years and report to Council the results of that review as per regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

##### **Other**

- Consider the CEO's review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance not less than once in every three years and report to Council the results of that review as per regulation 17 of the *Local Government (Audit) Regulations 1996*.

Other minor non-substantive updates have been made to the Terms of Reference.

#### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

#### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Finance and Audit Committee Terms of Reference 

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**14.2.3 FINANCE AND AUDIT COMMITTEE MEETING SCHEDULE 2020 & FORWARD MEETING PLAN**

**Responsible Officer:** David Trevaskis  
General Manager Finance and Corporate

**Author:** Michelle Todd  
Manager Governance and Legal Services

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council endorse the meeting schedule and forward meeting plan.**

**EXECUTIVE SUMMARY**

In accordance with the Finance and Audit Committee Terms of Reference, the Committee are to approve the meeting dates for the year, and a general forward meeting plan which includes agenda items and Committee responsibilities.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to ensure a financially stable local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

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**REPORT**

In accordance with the Finance and Audit Committee Terms of Reference, the Committee are to approve the meeting dates for the year, and a general forward meeting plan which includes agenda items and Committee responsibilities. This report is prepared in compliance with these requirements.

**Meetings**

The Committee will meet at least four times per year. It is proposed the Finance and Audit Committee Meetings for 2020 take place at 11:00am on the third Thursday of the month, on a quarterly basis.

Meetings are closed to the public.

Any additional meetings will be called at the discretion of the Chair of the Committee, though members can make requests to the Chair for additional meetings.

**Meeting Schedule 2020**

Thursday 20 February 2020  
Thursday 21 May 2020  
Thursday 20 August 2020  
Thursday 19 November 2020

**Agenda Items**

The Finance and Audit Committee will consider, review and advise Council as required with respect to:

- Risk Management
- External Audits
- Internal Audits
- Annual Financial Reports
- Governance and Compliance
- Control Framework
- Other relevant items as determined

**Committee Responsibilities**

The Committee is to provide independent assurance and assistance to the City with respect to the Agenda Items. The Committee is to report to Council and provide advice and recommendations on matters relevant to the Finance and Audit Committee Terms of Reference.

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

This report is prepared in accordance with the requirements of the Finance and Audit Committee Terms of Reference.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

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#### 14.2.4 COMPLIANCE AUDIT RETURN 2019

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>Michelle Todd Manager Governance and Legal Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council receive and endorse the submission of the Compliance Audit Return for the period 1 January 2019 – 31 December 2019 to the Department of Local Government, Sport and Cultural Industries in accordance with the *Local Government (Audit) Regulations 1996*.**

#### EXECUTIVE SUMMARY

Pursuant to Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, Local Governments are required to complete and return an annual Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

It is a requirement that the Compliance Audit Return is presented to the Finance and Audit committee for review prior to submission to Council. The City of Kalgoorlie-Boulder Compliance Audit Return for 2019 is attached to this report.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

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#### REPORT

The Regulations require the City to complete an annual Compliance Audit Return to be submitted to the Department of Local Government, sport and Cultural Industries by 31 March each year.

The Compliance Audit Return is seen as an internal control monitoring process and as such is a useful tool for the Chief Executive Officer to report to Council and the Department on the City's compliance with statutory obligations.

The Chief Executive Officer and relevant City officers have assessed their operations in respect of statutory obligations outlined in the Compliance Audit Return



and believe that their responses given indicate an accurate perspective of the City's compliance to date.

There was one item of non-compliance as detailed below:

### **Disclosure of Interest**

#### **Q9 Was an annual return lodged by all designated employees by 31 August 2019?**

A9 One employee did not complete the annual return by 31 August 2019 due to being on maternity leave. The employee failed to return the annual return form.

Although the employee was on maternity leave and not exercising any delegated authority, the employee is a designated employee in accordance with the *Local Government Act 1995* and is required to submit a return by 31 August.

No other instances of non-compliance were identified.

### **STATUTORY IMPLICATIONS**

This report is prepared in compliance with the *Local Government (Audit) Regulations 1996*.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

### **ATTACHMENTS**

**COMPLIANCE AUDIT RETURN 2019** 

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**14.2.5 2019 AUDIT FINDINGS UPDATE**

**Responsible Officer:** David Trevaskis  
General Manager Finance and Corporate

**Author:** Xandra Curnock  
Financial Controller

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council receive the update on the audit report findings and endorse the proposed actions.**

**EXECUTIVE SUMMARY**

Where an audit report by the City of Kalgoorlie-Boulder's ("**the City**") appointed auditor or the Auditor General reports on significant matters, in accordance with the *Local Government Act 1995*, the City is required to prepare a report and present those findings and recommended actions to the Finance and Audit Committee ("**the Committee**").

The Committee must examine the audit report received by the local government and determine if any matters raised by that report require action to be taken by the local government. The Committee must ensure appropriate action is taken in respect of those matters.

The purpose of this report is to present the Committee with a report on the significant and moderate audit findings from the 2019 annual external audit performed by Grant Thornton and the Office of the Auditor General ("**OAG**") and what actions the City has taken and intends to undertake in respect of those findings.

Following consideration by the Committee, the City is required to provide a copy of the Council endorsed report to the Minister, and publish the report on the City's website.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

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**REPORT**

In compliance with the City's statutory obligations, the Committee must consider the significant findings from the audit report. The findings from the audit report were

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considered at a meeting held on 18 December 2019 presented by the City's auditor, Grant Thornton, and the OAG. Mayor John Bowler, Independent Chairperson Allan Pental, Chief Executive Officer John Walker, General Manager Finance and Corporate David Trevaskis and Financial Controller Xandra Curnock were in attendance.

The City has presented the significant and moderate findings for consideration by the Committee.

### **Significant Findings**

Significant findings were put in a report and sent to the Minister on 29 January 2020 in accordance *Local Government Act 1995*, section 7.12A. Please refer to the attachment.

#### **1. Bank Reconciliations**

Improvements in reconciliation process have been implemented during FY 2020. Continues to be an improvement process. Aim to have reconciling items reduced to include only transactions from prior two months.

The implementation of Altus Bank Reconciliation feature will assist in achieving this by 30 June 2020, as will bring efficiencies to the bank reconciliation process.

#### **2. General Ledger Review**

Balance Sheet reconciliations are now documented as reviewed. Journal transactions are reviewed by the Financial Controller or an Accountant prior to posting.

#### **3. Key Management Personnel (KMP) Declarations**

Discussed with Council in December 2019. Further reminders to be given prior to 30 June 2020 to ensure forms completed.

### **Moderate Findings**

The moderate findings will be presented to the Committee. Moderate findings are not required to be addressed in the report to the Committee and Minister, however will be addressed for the information of the Committee.

### **Report to Minister**

The Committee is required to examine the audit report, determine what matters require action from the report, and ensure appropriate action is taken in respect of those matters.

A report has been prepared for consideration by the Committee. A copy of the report has been furnished upon the Minister, in principle, and the Committee is asked to consider the report, and recommend Council endorse the action report.

The Council endorsed action report will be provided to the Minister, along with a copy of the minutes from that meeting and the report will be published on the City's website.

**STATUTORY IMPLICATIONS**

This report is prepared in accordance with the requirements of s7.12A of the *Local Government Act 1995* and r16 of *Local Government (Audit) Regulations 1996*.

**POLICY IMPLICATIONS**


There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Report to Minister on Significant Audit Findings 

Department of Local Government, Sport and Cultural Industries Audit Compliance Update 

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**14.2.6 INVESTMENT PORTFOLIO SUMMARY AS AT 31 DECEMBER 2019**

<b>Responsible Officer:</b>	<b>Xandra Curnock Financial Accountant</b>
<b>Author:</b>	<b>Ishani Subaharan Corporate Accountant</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Absolute

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council receive the City's Investment Portfolio summary for the year to date 31 December 2019.**

**EXECUTIVE SUMMARY**

The purpose of this report is to present the Committee with investment reporting for the year to date 31 December 2019.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are budget implications resulting from the recommendations of this report – forecast interest income is 7% under budget.

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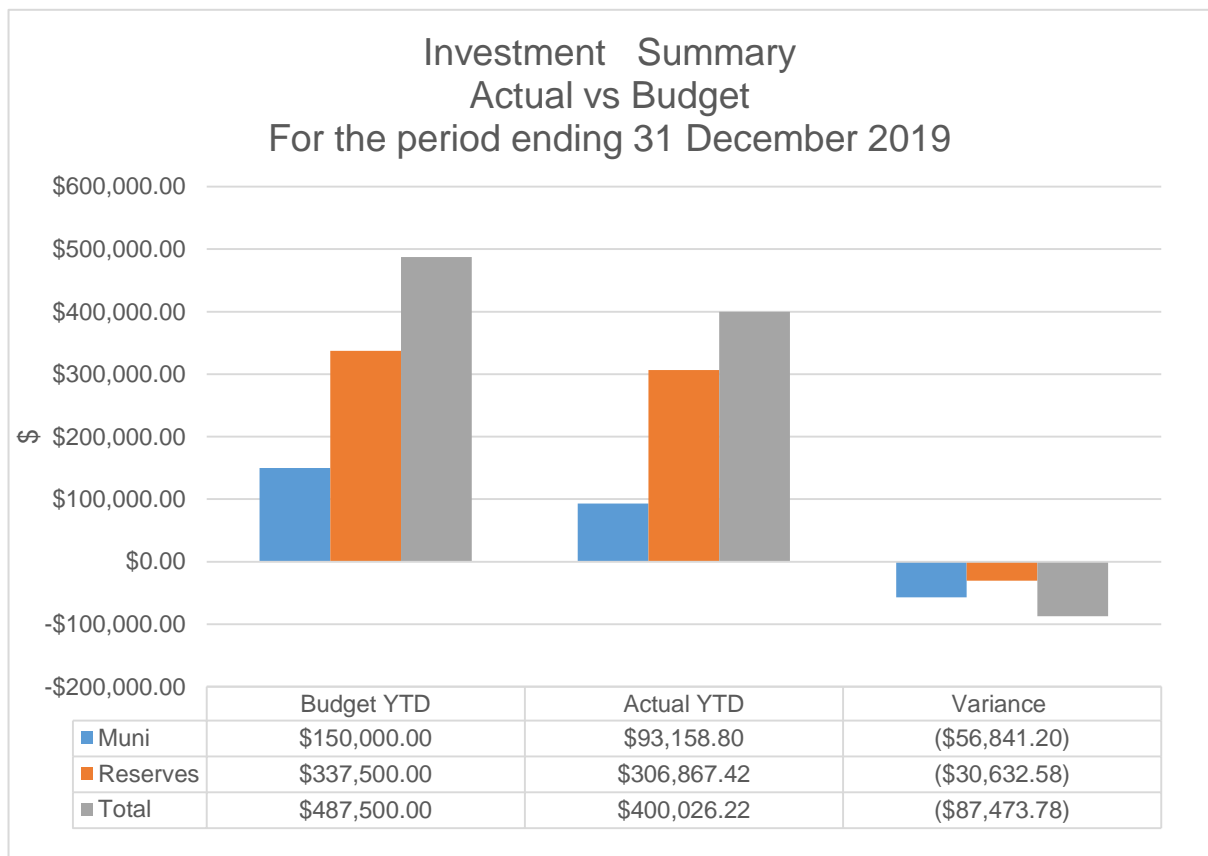
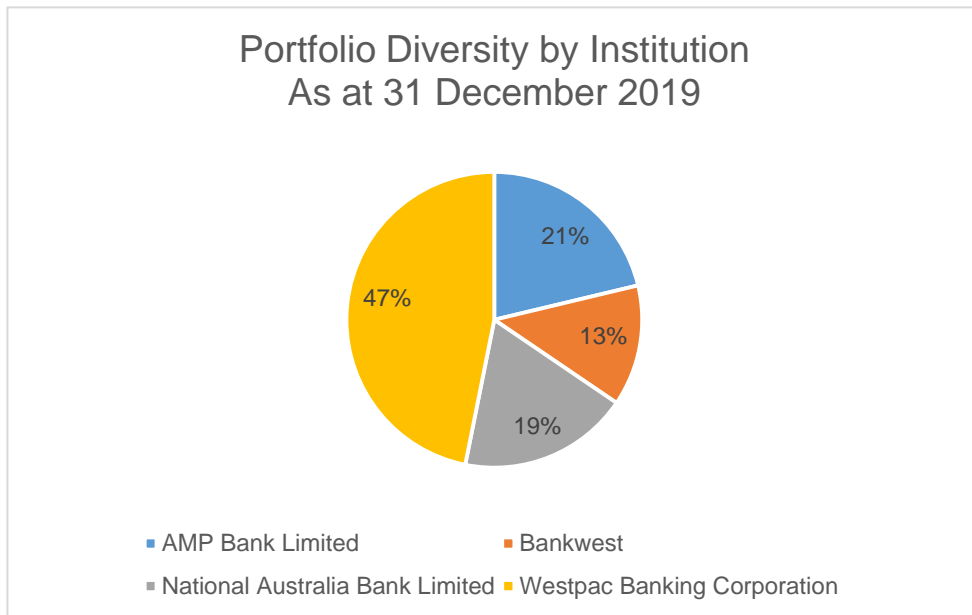
**REPORT**

The City of Kalgoorlie-Boulder places investments in accordance with the requirements of Section 6.14 of the *Local Government Act 1995* and Section 19C of the *Local Government (Financial Management) Regulations 1996*.

City officers have adhered to the City's Investment Policy and legislative requirements to ensure that all investments are carried out with the utmost integrity and in support of the City's strategic goals.

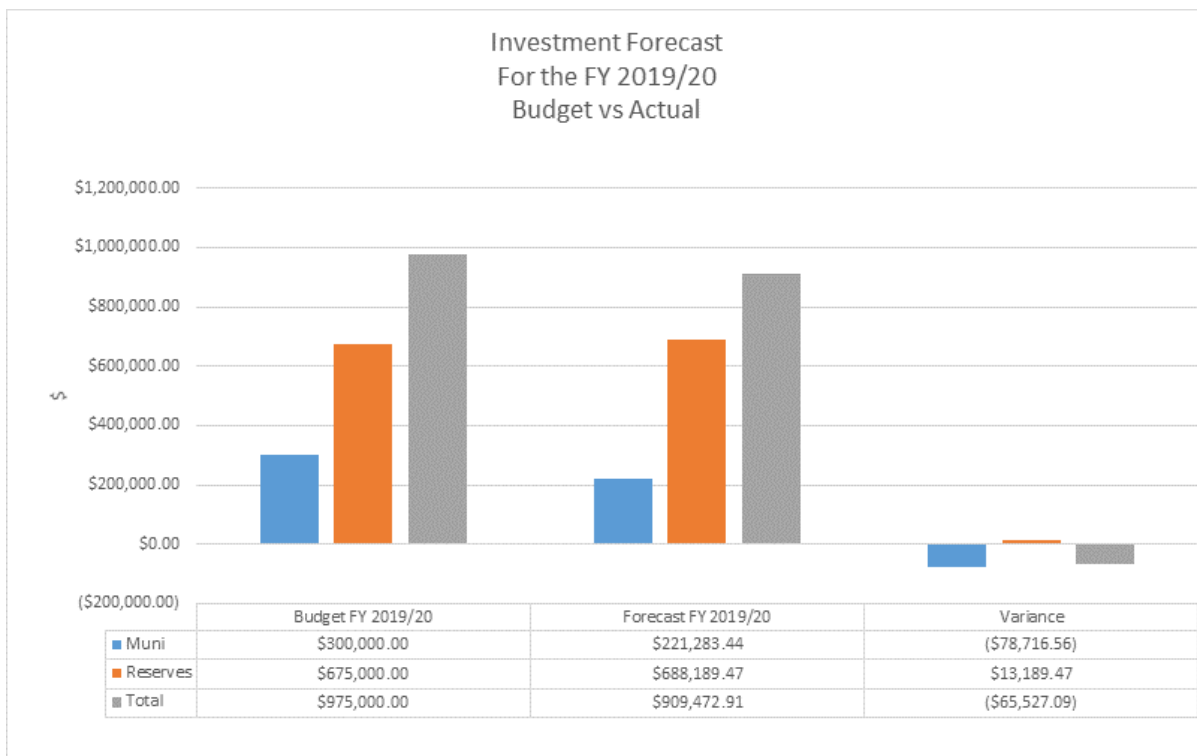
During the financial year to 31 December 2019 cash funds have been invested in term deposits through Authorised Deposit-Taking Institutions ("**ADI's**") in accordance with the City's Investment Policy CORP-F-001.

The City invested \$5m of Municipal Funds and \$34.7m of Reserve Funds in term deposits at various terms during the financial year 2019/20.



In comparison of interest earnings, actual with budget from Municipal Fund investments for the year to date 31 December 2019, the variance is (\$57k) which is 38% under budget. This is due to no term deposit investments occurred for the first half of the financial year.

Interest earnings from Reserve Funds had a variance of (\$31k), which is 9% under budget.



The total forecast of interest income from Municipal and Reserve funds for the full financial year 2019/20 is \$909k whereas the budgeted interest income is \$975k.

Based on the forecast for the full financial year 2019/20, the overall variance of interest earnings will be (\$66k), 7% under budget.

For the budget interest earnings for the full financial year to be achieved, a further \$15m needs to be invested in Term Deposits.

As it is unlikely the City will financially be able to set aside \$15m cash for the next 3 months, it is recommended that the budget for the interest earnings be revised to match the forecast during the mid-year Budget review in 2019/20.

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

Investments are made in accordance with the City’s Investment Policy CORP-F-001.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

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**14.2.7 2019/20 RATES COLLECTION**

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>Jocelyn Power Rates Coordinator</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER/COMMITTEE RECOMMENDATION**

**That Council:**

- 1. Receive the outstanding rates report for the 2019/20 financial year; and**
- 2. Receive the report showing debt recovery actions being undertaken by the administration for overdue rates accounts are sufficient and appropriate.**

**EXECUTIVE SUMMARY**

The purpose of this report is to:

1. Advise the Committee and Council of the current level of outstanding rates debt; and
2. Provide a progress report on the internal debt recovery actions related to overdue rates accounts.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to ensure a financially stable local government.

**BUDGET IMPLICATIONS**

The City is responsible for the upfront payment of legal and court fee costs associated with recovery action through the Magistrates Court. Under the provisions of section 6.56 of the *Local Government Act 1995*, these costs are recoverable from the ratepayers involved – the individual amounts are added to the assessments as soon as the costs have been incurred.

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**REPORT****Rates Collection**

The City is aware of financial pressures which are currently being experienced within the community. This is being reflected by the significant outstanding rates at the end of financial years. High levels of outstanding rate debt can indicate a range of issues including affordability due to rising levels of mortgage stress.



It is the priority of the City to ensure that good debt recovery practises continue so we don't see a rising trend of rates debt. In an effort to maximise recovery of outstanding rates and charges together with reducing overall rate debt, the City has been developing strategies to address the issue. For the 2019/20 financial year we have placed a stronger importance on the timing of reminder rates notices, final notices and demand letters sent and their respective due dates. In addition, automated *electronic reminders* and *alerts* have proved to be a useful and effective tool.

The amount of rates collected as at 28 January 2020 is \$34,947,638, representing 77.19% of the total rates billed for both current and rates arrears. This compares to 77.05% collected for the same period in 2018/19.

**Table 1 Rates Billing Summary (including service charges)**

Rating Year	Rates Billing \$	Collected \$	%	Uncollected \$	%
2019/20	\$45,285,563	\$34,947,638	77.19%	\$10,329,219	22.81%
2018/19	\$43,935,673	\$33,852,485	77.05%	\$10,073,188	22.93%

### Uncollected Rates

The uncollected rates for the same 2019/20 period are \$10,329,219 outstanding, representing 22.81% of the total amount overdue.

**Table 2 Rates Outstanding Summary (including service charges)**

Rates Outstanding \$10,329,219	Debt Status	Total \$	Property Count	Debt %
	Payment Plans	\$6,535,797	5573	63.27%
	Debt Recovery	\$3,793,422	1060	36.73%

The outstanding rates comprise of two group types of debts:

1. Payment Plans; and
2. Debt Recovery.

### Payment Plans

Payment Plans total \$6,535,797, representing 63.27% of the total of uncollected rates (22.81%) for 2019/20.

Payment plans comprise of four (4) distinctive groups of ratepayers. These are:

1. Instalment payees – paying by either two (2) or four (4) payments;
2. Periodic direct debit payees – paying weekly, fortnightly or monthly payments;
3. Special Payment payees – assessed as experiencing 'temporary' or 'ongoing' financial stress and payments are negotiated accordingly; and
4. Concessional Card entitled payees – rates accounts must be paid by 30 June 2020 to be eligible to receive their concessional rebate from the State Government.

Table 3 Payment Plans Summary

Payment Plans \$6,535,797	Payment Plan Type	Count	Total \$	%
	Instalments	4202	3,877,535	59.33%
	Periodic Payment Plans (via direct debit)	1080	1,433,044	21.93%
	Special Payment Plans (financial hardship)	177	774,044	11.84%
	Eligible Pensioners	61	117,641	1.80%
	Eligible Pensioners (with deferment )	53	333,533	5.10%
	<b>TOTAL</b>	<b>5573</b>	<b>6,535,797</b>	

### Debt Recovery

Overdue rates accounts (who have not entered into any payment plan) total \$3,793,422 representing 36.73% of the total of uncollected rates (22.81%) for 2019/20. These properties are managed by our Debt Collection Officer with assistance from the Rates Team.

Our debt recovery processes ensure that all possible avenues are used to reduce the debt including:

- Promoting periodic payments through a direct debit agreement;
- Offering negotiated payment plans for ratepayers experiencing temporary or ongoing financial hardship;
- Regularly sending out automated reminders if rate accounts are overdue:
  - Inviting the ratepayer to contact us to discuss payment options, and/or
  - advise of pending legal action; and
- Commencing legal action if the above actions fail to gain a response.

Table 4 Debt Recovery Summary

Debt Recovery \$3,793,422	Debt Type	Count	Total \$	%
	Debt > \$1500	633	165,759	4.37%
	Mortgagee/Bankruptcy/ Deceased Estates in Probate	13	88,002	2.3%
	Pending & Active Legal Action	326	1,677,429	44.22%
	Council Referrals	88	1,862,232	49.09%
	<b>TOTAL</b>	<b>1060</b>	<b>3,793,422</b>	

### Stages of Rates Collection

#### Stage 1

Final Notices were sent on 8 October 2019, three (3) weeks after the rates were due to be paid. At this point we began an additional process of contact via SMS messaging, emails and phone calls. Where possible we encouraged ratepayers to consider the City's payment plan options if they were unable to pay in full. Those options being:

1. Instalment; two (2) or four (4) payments; or
2. Direct debit periodic payments; weekly, fortnightly or monthly frequency; or
3. Through Centrepay, if receiving concession entitlements; or
4. Consideration for a special payment plan due to financial stress or hardship.

Table 5 Final Notices Issued Summary

Notice Type	Number Issued	Total Outstanding \$
Final Notice	4666	10,437,203

**Stage 2**

Unresponsive ratepayers with no payment arrangements in place and with overdue rates accounts in excess of \$400 were referred internally to the City's Debt Recovery Officer for debt collection. Letter of Demands were issued on 15 November 2019 advising of imminent legal action if letters were not responded to.

Additional resources were committed to the process of obtaining and/or confirming postal addresses and other contact details (telephone and/or email) in an effort to ensure ratepayers were aware of their debt and the consequences of non-payment of accounts.

Table 6 Letter of Demands Summary

Notice Type	Number Issued	Total Outstanding \$
Letter of Demand	1000	2,904,672.42

**Stage 3**

Round one (1) of legal action commenced on 13 January 2020 on overdue accounts in excess of \$1500, and 194 General Procedure Claims (GPC) were lodged with Kalgoorlie's Magistrates Court. The documents are currently in the process of being served on ratepayers by the bailiff, Baycorp's field representative, the contracted provider to the Magistrate Court. Under the provisions of section 6.56 of the *Local Government Act 1995* the associated court costs are recoverable from the ratepayers involved – the individual amounts are added to the assessments as soon as the costs have been incurred.

Table 7 General Procedure Claims Summary

Total No of Claims Lodged	Total Debt \$	Total Court Costs \$	Total Costs Recoupable \$
194	677,7289	70,168	70,168

After service of claims, ratepayers have the option to pay their rate account in full or they can negotiate a payment plan with the City. If ratepayers choose to take no action, then proceeding to default judgment is the next available step.

A second and third round of general procedure claims lodgement has been scheduled for February and May. This will include the following type of overdue rate accounts:

1. Payment arrangement defaulters who have reached the maximum times their arrangements have been reinstated;
2. "Promise to pay ratepayers", where full payment or payment agreements have not been forthcoming; and
3. Overdue instalment payees (final payment due 23 March 2020).

#### **Stage 4**

If ratepayers choose to take no action, then proceeding to default judgment is the next available step. Default Judgment is where the Court orders judgment against the Respondent. The Court can issue a property Seizure & Sale Order (PSSO) on Goods and/or Land for enforcement of the judgment. Once issued, a PSSO authorises a Bailiff to identify and seize any freehold goods owned by the ratepayer/s. Any seized goods, if payment is not forthcoming, could be auctioned, with the proceeds coming to the City to pay off the debt.

#### **Council Referrals**

In addition to recovering the current outstanding, we are also looking to resolve issues with properties with several years' outstanding rates which for various reasons we have not been able to recover. A detailed report on these properties will be prepared and presented to the Finance and Audit Committee and Council for their deliberation at the next scheduled meeting.

**Table 8 Council Referrals Summary**

<b>Council Referrals</b>	<b>Property Count</b>	<b>Total \$</b>
Review Properties with arrears > than 3 ½+ years (possible repossession)	72	857,320
Write offs - Provisions for Doubtful Debt	16	1,004,912
<b>TOTAL</b>	<b>57</b>	<b>1,862,232</b>

#### **Summary**

The City has adopted a flexible, fair and realistic approach to debt recovery. This will hopefully achieve better long term outcomes for the City and ratepayers. Ratepayers usually default on the payment of debts because of circumstances beyond their control, such as unemployment, illness or family breakdown. If their situation becomes a more permanent change, ratepayers have access to apply for financial hardship under the City's 'Financial Hardship for Debtors' policy. The City also encourages debtors to talk to a financial counsellor who can provide guidance on how to manage their debts and finances.

#### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**14.2.8 STRATEGIC RISK REGISTER REVIEW**

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>Michelle Todd Manager Governance and Legal Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That the Committee review the February 2020 Strategic Risk Register and recommend its adoption by Council.**

**COMMITTEE RECOMMENDATION**

**That Council:**

- 1. Adopt the February 2020 Strategic Risk Register;**
- 2. Recommend the Finance and Audit Committee receive the Strategic Risk Register quarterly;**
- 3. Request the Finance and Audit Committee conduct a full review of the Strategic and Operational Risk Registers at the August meeting;**
- 4. Request the Finance and Audit Committee conduct full reviews annually thereafter; and**
- 5. Request the CEO prepare a report for the Finance and Audit Committee outlining the risks identified in the Strategic Community Plan, linking those risks to the Strategic Risk Register.**

**EXECUTIVE SUMMARY**

The Council and Management are required to keep a Risk Register which identifies inherent risk ratings across a range of areas, makes a control assessment by reviewing current control practices, determines a residual risk rating and sets forward actions that will improve the management of the risk.

The strategic risks, are the risks Councillors review. Council have resolved to review the Strategic Risk Register on a quarterly basis through the Finance and Audit Committee.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

**REPORT**

In accordance with section 17 of the *Local Government (Audit) Regulations 1996*, the CEO is required to review the appropriateness and effectiveness of a Local Government's systems and procedures in relation to, amongst other things, risk management. Those procedures are to be reviewed at least once every 3 years with a report on the results of the review to be presented to the Finance and Audit Committee.

The Finance and Audit Committee receive the Strategic Risk Register presented at each Finance and Audit meeting held quarterly. The Strategic Register is attached. The Register is a living document and requires constant review. The strategic risks are primarily a responsibility of the elected Council.

The Strategic Risk Register will form the basis of which the Internal Auditor will conduct the reviews.

The Committee is requested to complete a review of the February 2020 Strategic Risk Register, and if appropriate, recommend for adoption by Council.

**STATUTORY IMPLICATIONS**

Compliance with section 17 of the *Local Government (Audit) Regulations 1996*

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Strategic Risk Register February 2020 

## 15 REPORTS OF OFFICERS

### 15.1 CHIEF EXECUTIVE OFFICER

#### 15.1.1 WESTERN AUSTRALIAN DRAFT WA AVIATION STRATEGY 2020 UPDATE AND SUMMARY

<b>Responsible Officer:</b>	<b>John Walker Chief Executive Officer</b>
<b>Author:</b>	<b>Almetra Bethlehem Policy Research Advisor</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Simple

#### OFFICER RECOMMENDATION

That Council:

1. Receive the information regarding the recently released Western Australian State Government Draft WA Aviation Strategy 2020; and
2. Endorse a review of the State's Draft WA Aviation Strategy including providing a submission to the Western Australian State Government, with the submission to have an additional focus on compassionate airfares and disallowing mining companies from having airstrips within 100 kilometers of a regional centre airport.

#### EXECUTIVE SUMMARY

The following summary of the Draft WA Aviation Strategy produced by the Western Australian State Government ("**the State**") is provided for your information. A copy is attached for reference.

The draft strategy was developed in support of the State's priorities relating to a strong economy, regional prosperity and aboriginal wellbeing, and to also respond to the recommendations of the 2017 Parliamentary Inquiry into Regional Airfares ("**the inquiry**"). The City of Kalgoorlie-Boulder ("**the City**") provided a submission to the inquiry and attended the public hearing in November 2017.

The one outstanding issue and priority throughout the State's draft strategy document is achieving affordable airfares for communities around regional Western Australia ("**WA**"). The draft strategy highlights the Regular Public Transport ("**RPT**") and associated airport infrastructure's four main goals, which includes approach and outcomes for the following:

- Affordable Airfares;
- Connected Communities;
- Fit for Purpose Infrastructure; and
- Informed and Future Ready.



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The State is seeking feedback from the community, organisations and industries by Friday 27 March 2020.

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to improve our essential services.

### **BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

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## **REPORT**

### **Summary of the State's Four Main Goals:**

#### **Affordable Airfares**

The State's approach in reducing the high cost of airfares for RPT air services in regional WA include the following.

- Collaborating with relevant stakeholders such as airlines, airport operators, industry, community groups and government agencies to deliver lower airfares through consulting with relevant stakeholders via a workshop. For example, the WA Department of Transport ("**DoT**") facilitated a workshop in Kalgoorlie-Boulder on 14 March 2019 with relevant stakeholders including the City and major airlines (including Qantas and Virgin), to understand airfare pricing and what low airfare pricing worked in the past to address pricing concerns.
  - Setting maximum airfare prices on fully regulated routes of \$129 to \$139 one-way. For example, Perth to Esperance and Perth to Broome routes require you to book 60 days in advance, or if a seat becomes available, spontaneously booking 24 hours prior to take advantage of the community fare.
  - From 1 July 2019, RPT air services on unregulated routes are subject to licence conditions, including providing regular data such as cost drivers to airfares to the State, and engaging with regional communities. They will also provide data to the State relating to service levels and airfare prices on a quarterly basis.
  - Providing travel subsidies for vulnerable groups. For example, DoT provided a \$500,000 per year subsidy to establish the Balgo to Halls Creek to Kununurra air route in the Kimberley to provide essential connections to health services for these remote communities.
  - Airlines to work together with regional airport operators and relevant stakeholders to identify airfare capping opportunities. On 15 August 2019, the City released expressions of interest ("**EOI**") to airline providers to service Kalgoorlie-Boulder, seeking affordability of airfares for residents travelling by air and finding solutions to sky-high airfare issues. The City's EOI also focused on airlines providing compassionate airfares to residents with medical emergencies. Within the period the City were in talks with smaller airline providers, Qantas announced a one-way flight cap priced at a maximum of
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\$400 to residents during peak times. Before this announcement, some residents were paying \$600 to \$1,000 one-way during peak periods. The City is continuing discussions with major airlines and potential new airlines to ensure affordable airfares for our community.

- Continue to measure and monitor community feelings towards regional airfares through community surveys.

The above approaches, actions and priorities are implemented based on the recommendations of the inquiry. In the event where airlines are not reacting by voluntarily reducing airfares to regional communities, the State will take a more interventionist approach by increasing regulation. The State believes affordable airlines are central to the livability of regional communities, including reducing isolation, better access to health services and supporting economic development.

### **Connected Communities**

Similar to the approaches, actions and priorities of the above affordable airfares, the State's connected community outcomes include more regional communities having access to air services and air routes supporting resources and tourism sectors. Currently, WA travellers are connected to more than 100 destinations around Australia and overseas, mostly from or to Perth airport. Around 93 per cent of all international and domestic visitors to WA are arriving by air.

One of the regional community issues is travelling between regional centres without connecting through Perth airport as your first portal. For example, last year the City of Karratha with the State's assistance released an EOI to airline providers of established routes to Broome, Exmouth, Learmonth, Newman, Parabardoo and Port Hedland. They established subsidies for the first two years of the contract and gradually provided no subsidy contributions in the fourth year to the airline. A flight from Karratha to Broome can cost around \$639, and Karratha to Port Hedland around \$349. The State is currently monitoring the performance of the RPT air services, and these air routes have been given exclusive monopoly rights to a single airline (Aviair).

To improve aviation access for regional communities, the State is looking at ways to combine fully regulated air routes into single tender packages, similar to the above example. The State will also continue working with mining companies to explore further opportunities to provide improved services and reduced airfares.

### **Fit for Purpose Infrastructure**

The State's fit for purpose infrastructure goal is focused mostly on Perth airport's long-term delivery of infrastructure plans to service future passenger demand. Perth airport and surround is forecast to have around 20,400 jobs by 2050. Therefore, the State is finding a balance and timing of when to develop appropriate infrastructure upgrades, by understanding the different factors affecting demand and economic conditions of the resources sector, tourism trends and technological advances.

In relation to regional airports, the State provides financial support to regional airport owners through a competitive grants program such as the Regional Airports Development Scheme ("**RADS**"). The last RADS application funding round opened in October 2018 and closed in November 2018. RADS funding could be used to fund projects such as construction of runways, airport lighting, animal exclusion fencing

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and strategic airport planning. For the 2019-21 RADS funding period, the City received around \$153,000 to replace terminal air conditioners and associated works.

This section also highlights the role of the Minister for Mines, Mining Registrar and Warden's statutory decision in continuing to consider mining tenement applications for airstrips on a case-by-case basis, under the *Mining Act 1978* and associated *Planning and Development Act 2005* regulation. Local governments can raise issues to the Minister if a mining airstrip is within local council boundaries. In 2017-18, the City raised a concern to the Minister for Mines regarding Saracen Mineral Holdings building a \$7 million all-weather airstrip at Carosue Dam gold mine which is 120km north-east of the City, as it bypassed the City's airport.

### **Informed and Future Ready**

Informed and future ready outcomes require the State to access quality and timely data from all relevant stakeholders such as airlines and airport operators. One of the progress actions is for all RPT air services on unregulated routes in WA becoming subject to license to conditions, requiring them to provide DoT with specified data (e.g. passenger numbers, load factors, average price fare, cancellations and routes) on a quarterly basis which will inform the State's decision making.

DoT will extract and analyse data from airlines websites. The data will be used to monitor and evaluate the overall performance of the WA aviation system, and on a route-by-route basis. This will then inform the State's Regional Aviation Taskforce ("**Taskforce**") when developing the aviation strategy. The Taskforce was established in November 2018 and includes the Director General from DoT, Department of Jobs, Tourism, Science and Innovation, Department of Primary Industries and Regional Development and the Department of the Premier and Cabinet.

### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

### **ATTACHMENTS**

DRAFT - WA Aviation Strategy 

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## 15.2 GENERAL MANAGER - FINANCE AND CORPORATE

### 15.2.1 MONTHLY FINANCIAL REPORT - DECEMBER 2019

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>Ishani Subaharan Corporate Accountant</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Absolute

#### OFFICER RECOMMENDATION

**That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receive the Statement of Financial Activity for the period ending 31 December 2019.**

#### EXECUTIVE SUMMARY

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996* (“**the Regulations**”), the City is to prepare a monthly Statement of Financial Activity for approval by Council. Attached for consideration is the completed Statement of Financial Activity for the period ending 31 December 2019.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

#### BUDGET IMPLICATIONS

There are no budget implications resulting from the recommendations of this report.

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## REPORT

The Statement of Financial Activity 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. It was also intended to link operating results with balance sheet items and reconcile with the end of month balances.

In accordance with the Regulations, a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or \$50,000, whichever is the greater.

For the year to date to 31 December 2019, income is under budget by 11.95% and expenditure is under budget by 3.19%, commentary is provided at sub program level. A nil variance means that the year to date actual value is identical to the year

to date budget estimate. Comments are therefore provided where the variances value is > 10% and > \$50,000 under or over budget.

### INCOME CATEGORIES

Overall stated income is 11.95%, \$6,031,710 under budget mainly due to timing variances of Grants. The sub programs which are outside the allowable variance is as follows.

#### Other General Purpose Funding

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other General Purpose Funding</b>	<b>\$1,665,498</b>	<b>\$1,081,102</b>	<b>(\$584,396)</b>

(\$496k) of this variance relates to FAG Grant income due to timing difference. (\$87k) variance is due to less interest earnings compared to budget.

#### HACC

Description	YTD Budget	YTD Actual	YTD Variance
<b>HACC</b>	<b>\$629,988</b>	<b>\$526,824</b>	<b>(\$103,164)</b>

This is due to a correction in grant income from prior year of (\$375k) which has partially been offset by receipt of grant of \$296k in December 2019 budgeted for January 2020.

#### Other Culture

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Culture</b>	<b>\$460,290</b>	<b>\$296,699</b>	<b>(\$163,591)</b>

There have been less shows than budgeted, resulting in a variance of (\$149k), and (\$14k) variance due to timing of grants received.

#### Construction Roads Bridges Depots

Description	YTD Budget	YTD Actual	YTD Variance
<b>Construction Roads Bridges Depots</b>	<b>\$2,542,261</b>	<b>\$1,004,714</b>	<b>(\$1,537,547)</b>

(\$1.5m) of this variance relates to Grant income being received later than anticipated

#### Economic Development

Description	YTD Budget	YTD Actual	YTD Variance
<b>Economic Development</b>	<b>\$4,812,862</b>	<b>\$791,478</b>	<b>(\$4,021,384)</b>

This variance relates to delay in CBD transformation project commencement.

#### General Administration Overheads

Description	YTD Budget	YTD Actual	YTD Variance
<b>General Administration Overheads</b>	<b>\$189,558</b>	<b>\$15,416</b>	<b>(\$174,142)</b>

This is a timing variance, which will be fixed in mid-year budget review.

## EXPENSE CATEGORIES

Overall stated expenditure is within the allowable variance as dictated by Council, being 3.19% \$1,170,785 under budget. The sub programs which are outside the allowable variance is as follows.

### Rate Revenue

Description	YTD Budget	YTD Actual	YTD Variance
Rate Revenue	\$649,280	\$430,075	(\$219,205)

(\$185k) of the variance is due to contract costs for valuation expenses not yet occurring, (\$22k) is due to less bad debt expense and (\$21k) is due to less employee costs than the budget.

### Other Governance

Description	YTD Budget	YTD Actual	YTD Variance
Other Governance	\$718,519	\$474,751	(\$243,768)

(\$125k) of the variance is due to City Branding and Image spend being less than budget, (\$45k) is due to timing delay in receiving External Audit invoice, (\$40k) due to less contributions and donations compared to budget and (\$10k) is from less employee costs than budget.

### Preventive Services – Inspection/Admin

Description	YTD Budget	YTD Actual	YTD Variance
Preventive Services – Inspection/Admin	\$586,482	\$511,559	(\$74,923)

(\$39k) of this variance relates to employee costs, (\$25k) relates to less overhead allocation than the budget.

### Other Welfare

Description	YTD Budget	YTD Actual	YTD Variance
Other Welfare	\$284,624	\$181,098	(\$103,526)

(\$46k) of this variance relates to employee costs, (\$23k) relates to less contractor costs and (\$19k) relates to less overheads compared to budget.

### Sanitation – Other

Description	YTD Budget	YTD Actual	YTD Variance
Sanitation – Other	\$671,249	\$780,105	\$108,856

\$87k of this relates to higher employee costs incurred and \$17k is due to higher contractor payments compared to budget.

### Town Planning & Regional Development

Description	YTD Budget	YTD Actual	YTD Variance
Town Planning & Regional Development	\$661,300	\$551,383	(\$109,917)

(\$80k) of this variance relates to less advertising expenses compared to budget, and (\$30k) due to less contractors & consultants services compared to budget.

**Other Culture**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Culture</b>	<b>\$1,347,070</b>	<b>\$1,137,990</b>	<b>(\$209,080)</b>

(\$135k) of this variance is from employee costs being under budget, (\$207k) from less Material purchases which is partially offset by Contractor spend being \$151k over budget, with \$103k relating to events and festivals due to timing of events and \$28k relating to GAC Theatre expenses being over budget and Christmas decorations being \$23k over budget.

**Tourism and Area Promotion**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Tourism and Area Promotion</b>	<b>\$599,626</b>	<b>\$512,490</b>	<b>(\$87,136)</b>

Employee costs are (\$66k) less compared to budget, Licences and permits are (\$11k) less, and Contributions are (\$8k) less compared to the budget.

**Building Control**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Building Control</b>	<b>\$401,491</b>	<b>\$349,661</b>	<b>(\$51,830)</b>

Employee costs are (\$18k) and overhead allocations are (\$26k) less compared to budget.

**General Administration Overheads**

Description	YTD Budget	YTD Actual	YTD Variance
<b>General Administration Overheads</b>	<b>-\$38,510</b>	<b>\$223,944</b>	<b>\$262,454</b>

The 2019/20 budget to be reviewed to facilitate the allocation of overheads which will be fixed in mid-year budget review.

**Public Works Overheads**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Public Works Overheads</b>	<b>-\$44,156</b>	<b>\$794,259</b>	<b>\$838,415</b>

The 2019/20 budget to be reviewed to facilitate the allocation of overheads which will be fixed in mid-year budget review.

**Plant Operation Costs**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Plant Operation Costs</b>	<b>\$482,220</b>	<b>\$45,326</b>	<b>(\$436,894)</b>

The 2019/20 budget to be reviewed to facilitate the allocation of overheads which will be fixed in mid-year budget review.

**Salaries and Wages**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Salaries and Wages</b>	<b>\$140,244</b>	<b>\$1</b>	<b>(\$140,243)</b>

Employee costs are less than budgeted of (\$140k). This is due to more accurate costing. The budget is to be revised as part of mid-year review.

**Business Unit Operations**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Business Unit Operations</b>	<b>\$425,610</b>	<b>\$331,934</b>	<b>(\$93,676)</b>

Internal overhead allocations and employee costs and are less than budgeted of (\$47k) and (\$39k) respectively. This is due to timing of work carried out.

**CAPITAL CATEGORIES**

December 2019 capital expenditure is under budget by (\$10.54m) YTD. Actual YTD expenditure is \$4.84m versus budgeted YTD spend of \$15.37m.

The main variance is in Infrastructure – Roads of (\$3.2m) due to delay in capital projects.

The remaining variances are due to timing with Buildings (\$2.8m), which is largely due to the CBD revitalisation project (\$2m) and Infrastructure – Sewerage of (\$2.8m) due to delay in projects starting.

**STATUTORY IMPLICATIONS**

The Statement of Financial Activity has been prepared in accordance with the requirements of the Regulations.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Statement of Financial Activity - December 2019 



**15.2.2 ACCOUNTS PAYABLE FOR THE MONTH OF JANUARY 2020**

**Responsible Officer:** David Trevaskis  
**General Manager Finance and Corporate**

**Author:** Kristy Van Kuyl  
**Finance Officer (Creditors)**

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That Council receive the list of payments totalling \$5,226,715.50 as presented for the month of January 2020.**

**EXECUTIVE SUMMARY**

The purpose of this report is for Council to receive the list of payments made from the Municipal and Trust funds including a summary report of the Corporate Credit Card transactions incurred by authorised card holders.

The Chief Executive Officer has been delegated the power to make payments from the Municipal and Trust funds in accordance with budget allocations. The City provides payment facilities to suppliers either by cheque, electronic funds transfer (EFT), and credit card.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

**REPORT**

Attached to this report are the lists of all cheque and EFT payments made during the month of January 2020 and a list of corporate credit card transactions by card holder of the same period totalling \$5,226,715.50.

Municipal EFT's	4,612,560.70
Municipal Cheque	11,762.72
Trust Cheque	110.00
Trust EFT's	5,335.93
Credit Card	15,722.33
Debit Card	12,820.54
Direct Debit	568,403.28
<b>Grand Total</b>	<b>5,226,715.50</b>

**STATUTORY IMPLICATIONS**

The Accounts Payable for the Month of January 2020 has been prepared in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

**POLICY IMPLICATIONS**

All purchases by authorised officers are to be completed in accordance with Policy CORP AP 001– Purchasing.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**ATTACHMENTS**

Municipal EFT Payments January 2020 

Municipal Cheque Payments January 2020 

Trust Cheque Payments January 2020 

Trust EFT Payments January 2020 

Credit Card Payments January 2020 

Debit Card Payments January 2020 

Direct Debit Payments January 2020 

### 15.3 GENERAL MANAGER – CITY LIVING

#### 15.3.1 YOUTH COUNCIL APPLICATION ASTRID MANN

<b>Responsible Officer:</b>	<b>Holly Phillips General Manager City Living</b>
<b>Author:</b>	<b>James Pervan Team Leader Healthy Communities</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Absolute

#### OFFICER RECOMMENDATION

**That Council approve the application of Astrid Mann to the Kalgoorlie-Boulder Youth Council.**

#### EXECUTIVE SUMMARY

An application has been received for Astrid Mann to join the Kalgoorlie-Boulder Youth Council (“**KBYC**”). City officers recommend the appointment after careful consideration of her application and consultation with current members of the KBYC.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to invest in the children and youth of the community.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

### REPORT

This report is being presented to Council in lieu of recommendation by the KBYC as the next KBYC meeting is on Tuesday 7 April 2020.

Astrid Mann has submitted an application to join the KBYC.

Astrid’s interests include art, politics, music, books and history. Astrid enjoys spending time with her younger brother and catching up with friends. In her leisure time Astrid plays field hockey for Pegasus Hockey Club and is involved in dancing.

Astrid would like to join the KBYC as she has a passion for politics and would like to understand the processes of Council. Astrid believes her leadership skills, courage and determination, teamwork and public speaking ability will add value to the KBYC.

Two issues that Astrid feels are significantly impacting young people in the community are drug and alcohol abuse; and juvenile crime. To address these issues Astrid would like to see more workshops and activities which meet the needs of young people.

Astrid's application was reviewed and endorsed by a complete majority of the KBYC in accordance with the KBYC Guidelines.

### **STATUTORY IMPLICATIONS**

The Kalgoorlie-Boulder Youth Council is a committee established under the *Local Government Act 1995* (section 5.8). The Kalgoorlie-Boulder Youth Council is solely an advisory body and under section 5.10 of the *Local Government Act 1955* requires an absolute majority vote before an appointment of a person to the committee can be made.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

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### 15.3.2 YOUTH COUNCIL APPLICATION MISHKA ENKHBADRAL

<b>Responsible Officer:</b>	<b>Holly Phillips General Manager City Living</b>
<b>Author:</b>	<b>James Pervan Team Leader Healthy Communities</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Absolute

#### OFFICER RECOMMENDATION

**That Council approve the application of Mishka Enkhbadral to the Kalgoorlie-Boulder Youth Council.**

#### EXECUTIVE SUMMARY

An application has been received for Mishka Enkhbadral to join the Kalgoorlie-Boulder Youth Council (“**KBYC**”). City officers recommend the appointment after careful consideration of his application and consultation with current members of the KBYC.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the Community's Guiding Principles to invest in the children and youth of the community.

#### BUDGET IMPLICATIONS

There are no financial implications resulting from the recommendations of this report.

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#### REPORT

This report is being presented to Council in lieu of recommendation by the KBYC as the next KBYC meeting is on Tuesday 7 April 2020.

Mishka Enkhbadral has submitted an application to join the KBYC.

Mishka is a member of the Kalgoorlie Amateur Swimming Club where he competes competitively and also performs coaching duties for its junior programs. Mishka enjoys photography and reading in his spare time. Mishka also has a keen interest in quantum physics and enjoys professional debating.

Mishka believes he can bring a wide variety of skills to the KBYC and will be of assistance when organising and volunteering at events.

Two issues that Mishka feels are significantly impacting young people in the community are drug and alcohol abuse, and disengagement from school. Mishka believes drug and alcohol abuse issues could be mitigated through more preventative strategies and counselling. Mishka would like to see additional support for students outside of school to assist those who are struggling with their studies.

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Mishka's application was reviewed and endorsed by a complete majority of the KBYC in accordance with the KBYC Guidelines.

### **STATUTORY IMPLICATIONS**

The Kalgoorlie-Boulder Youth Council is a committee established under the *Local Government Act 1995* (section 5.8). The Kalgoorlie-Boulder Youth Council is solely an advisory body and under section 5.10 of the *Local Government Act 1955* requires an absolute majority vote before an appointment of a person to the committee can be made.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.

**15.3.3 YOUTH COUNCIL RESIGNATIONS**

<b>Responsible Officer:</b>	<b>Holly Phillips General Manager City Living</b>
<b>Author:</b>	<b>James Pervan Team Leader Healthy Communities</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That Council accept the resignation of Youth Councillors Amy Astill, Aiko Syafari, Zahra Ali Asad, Eloise Primrose and Anthony Narrier.**

**EXECUTIVE SUMMARY**

This report is to advise that Youth Councillors Amy Astill, Aiko Syafari, Zahra Ali Asad, Eloise Primrose and Anthony Narrier have resigned from the Kalgoorlie-Boulder Youth Council (“**KBYC**”).

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to invest in the children and youth of the community.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

**REPORT**

This report is being presented to Council in lieu of recommendation by the KBYC as the next KBYC meeting is on Tuesday 7 April 2020.

Youth Councillors Amy Astill, Aiko Syafari, Zahra Ali Asad, Eloise Primrose and Anthony Narrier have chosen to resign from the KBYC. All five former Youth Councillors are relocating away from Kalgoorlie-Boulder for further education.

Amy was elected in the 2017/18 term of the KBYC, serving as Youth Mayor since October 2017 until October 2019. Amy has contributed significantly to the operations and development of the KBYC, achieving immense personal growth during this time. Amy contributed towards the endorsement of the City's Youth Strategic Action Plan (YSAP) 2018-2021, the KBYC Review conducted in 2019 and a number of youth events/initiatives including 'YouthFest', 'School's Out Pool Party'; and regular contributions towards the Kalgoorlie Miner Youth Council Column.

Aiko was elected in 2018/19 term of the KBYC, serving as Deputy Youth Mayor from June 2019 until October 2019. Aiko has made valuable contributions towards the KBYC during a relatively short time. Aiko contributed towards the endorsement of

the City's YSAP 2018-2021, the KBYC Review conducted in 2019 along with development of the concept for a future Youth Markets to be implemented by the KBYC.

Zahra was elected in the 2018/19 term of the KBYC. Zahra has contributed towards a number of events/initiatives during her time on the KBYC including the endorsement of the City's YSAP 2018-2021, the KBYC Review conducted in 2019, regular contributions towards the Kalgoorlie Miner Youth Council Column and ABC Goldfields-Esperance 'The Week That Was' Segment.

Eloise was elected during the 2016/17 term of the KBYC. Eloise has contributed towards a number of events and initiatives during her time on the KBYC including the endorsement of the City's YSAP 2018-2021, the KBYC Review conducted in 2019, the Kalgoorlie Miner Youth Council Column, Cultural Competency Training and the City of Kalgoorlie-Boulder's Christmas Street Party.

Anthony was elected in the 2018/19 term of the KBYC. Anthony's period with the KBYC was relatively short but during that time he has contributed towards the KBYC Review conducted in 2019 along with enthusiastically contributing at KBYC meetings.

Amy, Aiko, Zahra, Eloise and Anthony are thanked for their contribution to the KBYC and initiatives during their time on the KBYC; the City and KBYC wishes them well in all future endeavours.

### **STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.



**16 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**17 INFORMATION BULLETIN****17.1 CHIEF EXECUTIVE OFFICER****17.1.1 INFORMATION ITEM 24 FEBRUARY 2020**

**Responsible Officer:** John Walker  
Chief Executive Officer

**Author:** Karen Theaker  
Governance Officer

**Disclosure of Interest:** Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That Council receive the information.**

**EXECUTIVE SUMMARY**

The purpose of this report is to keep Elected Members informed on items for information as received by the City.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the Community's Guiding Principles to demonstrate a transparent and inclusive local government.

**BUDGET IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

**REPORT**

The City of Kalgoorlie-Boulder regularly receives and produces information for receipt by the Elected Members.

<b>INFORMATION ITEM:</b>	<b>DATE:</b>
Graffiti Report	January 2020
PDRS Info Bulletin	January 2020
Water Services Info Bulletin	January 2020
RoadWise Minutes	January 2020
RoadWise Terms of Reference	January 2020
RoadWise Plan and Action Meeting	January 2020
2019-2020 Capital Works Programme Report	January 2020

**STATUTORY IMPLICATIONS**

There are no statutory implications resulting from the recommendations of this report.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

**COMMUNITY ENGAGEMENT CONSULTATION**

No community consultation was considered necessary in relation to the recommendations of the report.


**ATTACHMENTS**


Graffiti Report 

PDRS Information Bulletin 

Water Services Information Bulletin 

RoadWise Minutes 

RoadWise Terms of Reference 

RoadWise Plan and Action Meeting 

2019-2020 Capital Works Programme Report 

**18 CONFIDENTIAL ITEMS**

**19 DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be on Monday 9 March 2020.

**20 CLOSURE**