



**City of  
Kalgoorlie  
Boulder**

# **AGENDA**

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

**on**

**25 MAY, 2020**

**at the**

**Councillors' Conference Room**

22 May 2020



## NOTICE OF MEETING

An Ordinary Council meeting of the City of Kalgoorlie-Boulder will be held in the Councillors Conference Room on **Monday, 25 May 2020** commencing at **7:00pm**. Due to COVID-19 restrictions, the meeting will be closed to the public, who can attend via the electronic platform, Microsoft Teams.

Regards

A handwritten signature in black ink, appearing to be "John Walker", written over a horizontal line.

**JOHN WALKER**  
Chief Executive Officer

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

The opening prayer will not be conducted as a result of recommended social distancing practices being adhered to, due to COVID-19.

**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 OR GUEST, YOUR PRESENCE MAY BE RECORDED. BY VIEWING, 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:**

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**5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6 PUBLIC ACCESS AND PUBLIC QUESTION TIME**

Public access and public question time will be facilitated via the online platform Microsoft Teams.

**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 28 April 2020](#)

That the minutes of the **Ordinary** meeting held on 28 April 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**

## 14 REPORTS OF COMMITTEES

### 14.1 ALL PURPOSE COMMITTEE MINUTES - 11 MAY 2020

#### 14.1.1 COMMUNITY ASSISTANCE SCHEME - ANNUAL GRANT PROGRAM APPLICATIONS 2020/21 FINANCIAL YEAR

**Responsible Officer:** Holly Phillips  
General Manager City Living

**Author:** Jessica Wood  
Tourism and Attraction Coordinator

**Disclosure of Interest:** Nil

#### VOTING REQUIREMENTS

Simple

#### OFFICER RECOMMENDATION

That the Committee recommend Council:

1. Approve a Three (3) Year Service Agreement of \$35,000 per financial year 2021-2023, to Boulder Promotion and Development Association Inc. to assist with operational costs including wages for a part time coordinator;
2. Approve a one-off grant of \$13,626 for the 2020/21 financial year to Empowering People in Communities Inc. for construction of a canteen at the Family Centre in Wilson Street;
3. Approve a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023 to Goldfields Brass Band Inc. to assist with operational costs and the purchase of equipment;
4. Approve a Three (3) Year Service Agreement of \$15,000 per financial year 2021-2023 to Hope Community Services Ltd. to assist with the operational costs of an outreach street van;
5. Approve a one-off grant of \$16,669.56 for the 2020/21 financial year, rather than the requested \$25,000, to Kalgoorlie Boulder Community Garden Inc. to assist in the establishment of a Multicultural Food Garden;
6. Approve a Three (3) Year Service Agreement of \$94,545.45 per financial year 2021-2023 to Kalgoorlie Boulder Urban Landcare Group to assist with operational costs;
7. Decline a one-off grant of \$4,000 for the 2020/21 financial year to the Mines Hockey Club Inc. for the purchase of a sea container to store the club's sporting equipment;
8. Approve a one-off grant of \$4,725.66 for the 2020/21 financial year, rather than the requested \$14,177, to Royal Flying Doctor Service of

- Australia to assist with Phase One of the Visitor Centre Refresh Project;
9. Approve a one-off grant of \$10,000 for the 2020/21 financial year to Sandalwood Family Centre Inc. to assist with an Intergenerational Playgroup Project;
  10. Approve a one-off grant of \$10,000 for the 2020/21 financial year to Saving Animals From Euthanasia Inc. to assist with a Community De-sexing and Microchipping Program;
  11. Approve a Three (3) Year Service Agreement of \$30,000 for the 2020/21 financial year, and \$20,000 for the 2021/22 and 2022/23 financial years, rather than the requested \$30,000 per financial year 2021-2023, to The Golden Mile Art Exhibition Group to assist with the Rejuvenation Project;
  12. Approve a one-off grant of \$24,795 for the 2020/21 financial year to The Goldfields Repertory Club to assist with the renovation project for the Brookman Street Theatre;
  13. Decline a one-off grant of \$30,129 for the 2020/21 financial year to The Goldfields Skull Bone and Pig Society Inc. for the purchase of a warehouse for the society's events, meetings and storage of assets;
  14. Approve a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023 to The Palace Theatre Recreation Centre Inc. to assist with operational costs;
  15. Approve a one-off grant of \$10,000 for the 2020/21 financial year to The Salvation Army (WA) to refurbish "The Shed" – a safe recreational space for youth at risk; and
  16. Agree that each organisation and project funded under the 2020/21 Annual Grant Program will be required to comply with specific Key Performance Indicators determined by City Officers.

#### **COMMITTEE RECOMMENDATION**

**MOVED BY: CR NARDIA TURNER**  
**SECONDED BY: CR PAM TOWNSEND**

**That Council:**

1. Approve a Three (3) Year Service Agreement of \$35,000 per financial year 2021-2023, to Boulder Promotion and Development Association Inc. to assist with operational costs including wages for a part time coordinator;
2. Approve a one-off grant of \$13,626 for the 2020/21 financial year to Empowering People in Communities Inc. for construction of a canteen at the Family Centre in Wilson Street;
3. Approve a Three (3) Year Service Agreement of \$10,000 per financial



- year 2021-2023 to Goldfields Brass Band Inc. to assist with operational costs and the purchase of equipment;
4. Approve a Three (3) Year Service Agreement of \$15,000 per financial year 2021-2023 to Hope Community Services Ltd. to assist with the operational costs of an outreach street van;
  5. Approve a one-off grant of \$16,669.56 for the 2020/21 financial year, rather than the requested \$25,000, to Kalgoorlie Boulder Community Garden Inc. to assist in the establishment of a Multicultural Food Garden;
  6. Approve a Three (3) Year Service Agreement of \$94,545.45 per financial year 2021-2023 to Kalgoorlie Boulder Urban Landcare Group to assist with operational costs;
  7. Decline a one-off grant of \$4,000 for the 2020/21 financial year to the Mines Hockey Club Inc. for the purchase of a sea container to store the club's sporting equipment and the club be asked to re-submit an application;
  8. Approve a one-off grant of \$14,177 for the 2020/21 financial year to Royal Flying Doctor Service of Australia to assist with Phase One of the Visitor Centre Refresh Project;
  9. Approve a one-off grant of \$10,000 for the 2020/21 financial year to Sandalwood Family Centre Inc. to assist with an Intergenerational Playgroup Project;
  10. Approve a one-off grant of \$10,000 for the 2020/21 financial year to Saving Animals From Euthanasia Inc. to assist with a Community De-sexing and Microchipping Program;
  11. Approve a Three (3) Year Service Agreement of \$30,000 for the 2020/21 financial year, and \$20,000 for the 2021/22 and 2022/23 financial years, rather than the requested \$30,000 per financial year 2021-2023, to The Golden Mile Art Exhibition Group to assist with the Rejuvenation Project;
  12. Approve a one-off grant of \$24,795 for the 2020/21 financial year to The Goldfields Repertory Club to assist with the renovation project for the Brookman Street Theatre;
  13. Decline a one-off grant of \$30,129 for the 2020/21 financial year to The Goldfields Skull Bone and Pig Society Inc. for the purchase of a warehouse for the society's events, meetings and storage of assets;
  14. Approve a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023 to The Palace Theatre Recreation Centre Inc. to assist with operational costs;
  15. Approve a one-off grant of \$10,000 for the 2020/21 financial year to The Salvation Army (WA) to refurbish "The Shed" – a safe recreational space

for youth at risk; and

**16. Agree that each organisation and project funded under the 2020/21 Annual Grant Program will be required to comply with specific Key Performance Indicators determined by City Officers.**

### **EXECUTIVE SUMMARY**

This report seeks consideration from Council for applications submitted through the City's Annual Grant Program (AGP) of the Community Assistance Scheme for the 2020/21 financial year.

Applications endorsed by Council shall be included in the 2020/21 municipal budget.

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan 2019-2029 through the key themes that have been established based on the Community's priorities for our future. These are:

- SAFE – We will be safe and free from harm and crime;
- CONNECTED – We will be connected to our history, culture and community;
- FUTURISTIC – We plan for the future proofing of our City by being a thinking and innovative society;
- SUSTAINABLE – A green ecologically sustainable City for current and future generations;
- EMPOWERED – We continue to believe in the principals of representational democracy and are enabled to make decisions about our lives; and
- CAPABLE – We will have the resources to contribute to our community and economy.

The specific alignment of AGP applications to the Plan are outlined in the Report.

### **BUDGET IMPLICATIONS**

Applications endorsed by Council will be included in the City's municipal budget. City Officer's recommendations total **\$509,179.67** with **\$284,361.67** in proposed new grants, and **\$224,818** in pre-existing agreements.

Existing allocations under the AGP, totaling \$224,818 are:

- \$16,500 to Kalgoorlie Boulder Volunteer Centre, year three of Three (3) Year Service Agreement;
- \$7,500 to Goldfields Sport Development Foundation, year three of Three (3) Year Service Agreement;
- \$99,000 to Artgold, year two of Three (3) Year Service Agreement;
- \$2,500 to Church of Christ Kalgoorlie, year two of Three (3) Year Service Agreement;
- \$5,000 to Church of Christ Kalgoorlie, year two of Three (3) Year Service Agreement;
- \$85,318 to Eastern Goldfields Historical Society, year two of Three (3) Year

Service Agreement; and

- \$9,000 to Goldfields Women's Health Care Association, year two of Three (3) Year Service Agreement.

## REPORT

The AGP is a component of the Community Assistance Scheme administered by the City. The program allows community groups and organisations to apply for funding for projects or events that align with the City's Strategic Community Plan.

Applicants which successfully meet the selection criteria for the AGP may receive either a Three (3) Year Service Agreement, a one-off contribution for major projects, events or capital works, or any other form of funding as nominated by Council. Applications have been assessed against the community themes, goals and objectives included in the Strategic Community Plan 2019-29.

The 2020/21 AGP round was open from 3 February 2020 to 24 April 2020, and advertised broadly through local media and the City's digital marketing platforms. The City held three grant writing workshops on 5 February 2020, 19 February 2020 and 11 March 2020. A consultation phone session was also facilitated on 15 April 2020 where applicants could speak with a grant writing specialist for advice and information specific to their project or event.

## Applications

Applications received for the 2020/21 financial year total **\$336,272.45** with **\$284,361.67** in recommended grants. A summary of recommendations is provided in Table 1.1.

<b>Applicant</b>	<b>Grant Type</b>	<b>Project or Event</b>	<b>Amount</b>	<b>Recommendation</b>
Boulder Promotion and Development Association Inc.	3YSA	Operational costs including wages for a part time coordinator	\$35,000	Approve
Empowering People in Communities Inc.	One-off	Construction of a canteen at the Family Centre in Wilson Street	\$13,626	Approve
Goldfields Brass Band Inc.	3YSA	Operational costs and the purchase of equipment	\$10,000	Approve
Hope Community Services Ltd.	3YSA	Operational costs of an outreach street van	\$15,000	Approve
Kalgoorlie-Boulder Community Garden	One-off	Establishment of a Multicultural Food Garden	\$25,000	Approve for \$16,669.56
Kalgoorlie-Boulder Urban Landcare	3YSA	Operational costs	\$94,545.45	Approve

Group				
Mines Hockey Club Inc.	One-off	Purchase of sea container to store the club's sporting equipment	\$4,000	Decline
Royal Flying Doctor Service of Australia	One-off	Phase One Visitor Centre Refresh Project	\$14,177	Approve for \$4,725.66
Sandalwood Family Centre Inc.	One-off	Intergenerational Playgroup Project	\$10,000	Approve
Saving Animals From Euthanasia Inc.	One-off	Community De-sexing and Microchipping Program	\$10,000	Approve
The Golden Mile Art Exhibition Group	3YSA	Rejuvenation Project of the Golden Mile Art Exhibition Group	\$30,000	Approve for \$30,000 for 2020/21 financial year, \$20,000 for 2021/22 and 2022/23 financial years
The Goldfields Repertory Club	One-off	Renovation project for the Brookman Street Theatre	\$24,795	Approve
The Goldfields Skull Bone and Pig Society	One-off	Purchase of a warehouse for society's events, meetings and storage of assets	\$30,129	Decline
The Palace Theatre Recreation Centre Inc.	3YSA	Operational costs	\$10,000	Approve
The Salvation Army (WA)	One-off	Refurbish "The Shed" – a safe recreational space for youth at risk	\$10,000	Approve

**Boulder Promotion and Development Association Inc.** – the organisation has requested a Three (3) Year Service Agreement of \$35,000 per financial year 2021-2023 to assist with operational costs including wages for a part-time coordinator.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$35,000 per financial year 2021-2023.

*Overview:* Boulder Promotion and Development Association Inc. (BPDA) was established as a not for profit organisation in 1993. The organisation aims to promote, develop and improve Boulder by strengthening business partnerships through active events, projects and promotions. The organisation is managed by a voluntary group of local business owners who employ a part time coordinator to operate the day to day administration, events, projects and promotions.

BPDA has requested an increase of \$5,000 per financial year 2021-2023 to cover the costs for additional hours to be worked by the part-time coordinator due to the increase in work load. The coordinator will focus on (but not limited to) facilitating the monthly Boulder Market Day and building stall attendance, developing school

holiday programs, developing seasonal promotions to encourage shopping local, facilitating events (Boulderfest, Tomatofest, St. Patrick's Day and Carols in the Park and others as determined by the committee), and providing business and promotional support to members. City Officers deem this to demonstrate a need for further resources.

*Benefit to the Community:* Requested funding will enable the organisation to continue to support, develop and strengthen partnerships with local businesses and the wider community, and continue to provide engaging events, projects and promotions.

*Alignment to the City's Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* BPDA has been the recipient of multiple Three (3) Service Agreements, the most recent of which is due to expire in June 2020.

**Empowering People in Communities Inc.** – the organisation has requested a one-off grant of \$13,626 for the 2020/21 financial year for construction of a canteen at the Family Centre in Wilson Street.

*Recommendation:* Approve a one-off grant of \$13,626 for the 2020/21 financial year.

*Overview:* Empowering People in Communities Inc. (EPIC) is a community development organisation with a range of services including community driven programs and disability services. The organisation has been operating in the Pilbara since 2012 and established a base in the Goldfields in December 2019. EPIC is a registered National Disability Insurance Scheme (NDIS) provider offering choice and options for NDIS services to local residents. EPIC is located at the Family Centre in Wilson Street which offers central, accessible and ample space for growth.

The organisation has requested funds to construct a canteen at the Family Centre to provide barista and customer service training for people with disabilities, giving opportunities to gain employment in the workforce. This project will not only invigorate Kennedy Park space which does not currently have a similar offering in close proximity, but provide upskilling and employment opportunities for people with disabilities, and encourage community members to mingle and enjoy the facilities offered in a diversified and safe community setting.

*Benefit to the Community:* EPIC conducted a series of community engagement meetings with disability employment being identified as a current gap. The canteen and training program will allow the organisation to deliver more holistic services, and provide people with disabilities the opportunity to learn new skills and gain meaningful employment.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* EPIC has not received any previous funding from the City under the AGP.

**Goldfields Brass Band Inc.** – the organisation has requested a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023 to assist with operational costs and the purchase of equipment.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023.

*Overview:* The Goldfields Brass Band Inc. has been an integral part of the Kalgoorlie-Boulder community for close to 60 years. The organisation is a large contributor to the community’s arts and culture sector, creating a positive atmosphere and the chance for community members to bond over music. The organisation is the only band catering to all skill levels, offering education and entertainment to band members and the community, and is mostly proud of its local talent and high level of volunteerism within its membership.

The Goldfields Brass Band Inc. has requested continued funding to assist with operational costs and purchasing new equipment. There has been no increase in the funding request.

*Benefit to the Community:* Requested funding will enable the organisation to utilise part of the funding for operational expenses (including Council rates, utilities, administration, subscriptions), with an allocation of \$4,500 per financial year for the purchase of new equipment (including instruments, uniforms and music).

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* Goldfields Brass Band Inc. has been the recipient of multiple Three (3) Year Service Agreements, the most recent of which is due to expire in June 2020.

**Hope Community Services Ltd.** – the organisation has requested a Three (3) Year Service Agreement of \$15,000 per financial year 2021-2023 to assist with the operational costs of an outreach street van.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$15,000 per financial year 2021-2023.

*Overview:* Hope Community Services Ltd. (HOPE) is a community service organisation in Western Australia and has been operating for over a century. The organisation’s staff and volunteers are engaged within the community to provide support to people affected by alcohol and other drugs, mental ill-health, suicide prevention and youth justice issues. HOPE supports people to connect and engage, building a sense of belonging within the community.

HOPE has requested continued funding to assist with the operational costs of an outreach street van. The street van is well established and has been operating in Kalgoorlie-Boulder for the last five years at the Kingsbury and Lord Forrest Precinct, key community events and festivals. The street van provides information, support, advocacy and referrals to the community in an outreach capacity, targeting young people at risk where they gather.

*Benefit to the Community:* Requested funding will enable the organisation to continue to operate the street van, and increase attendance throughout the year. HOPE services address a need within the community which is evident by the success of the street van engaging with over 5,000 individuals each year. The organisation also want to increase their services by attending local high schools and tertiary institutions, creating a safe space for young people to engage and seek support and assistance from staff and volunteers.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* HOPE has been the recipient of a Three (3) Year Service Agreement which is due to expire in June 2020.

**Kalgoorlie-Boulder Community Garden Inc.** – the organisation has requested a one-off grant of \$25,000 for the 2020/21 financial year to assist in the establishment of a Multicultural Food Garden. City Officers have noted two recommendations for Council to consider.

*Recommendation:* Approve a one-off grant of \$16,669.56 for the 2020/21 financial year subject to Kalgoorlie-Boulder Community Garden Inc. obtaining the remaining contributory levels of funding.

*\*\*This project is technically a Capital Works Project, therefore the organisation is required to provide two thirds of the total project funding. The total project cost is \$50,008.70 therefore the City will fund up to \$16,669.56 under the AGP Guidelines. Council however may consider whether the application has sufficient merit to fund the requested amount of \$25,000.*

*Overview:* The Kalgoorlie-Boulder Community Garden Inc. (KBCG) is a not for profit organisation which has been in operation since August 2016. The organisation is managed by a voluntary committee consisting of eight members who meet regularly to oversee the management of the nursery, future projects, fundraising, working bees and events. KBCG provides annual memberships for local residents and families which allows members to grow food in a safe space and provides the opportunity for individuals to eat fresh, locally grown produce.

The organisation has requested funding to assist in the establishment of a Multicultural Food Garden. The project includes new pathways (for wheelchair, frail aged and disability access), permanent concentric ring garden beds, reticulation, mulch, produce, and an art project involving local secondary art students with placing mosaics on the garden bed walls and painting murals on the pathways.

*Benefit to the Community:* The Multicultural Food Garden will lead to a better understanding of the nature of different foods, and be able to educate the greater community on cultural diversity and dietary recommendations. KBCG hope to build social cohesion and inclusion through gardening together as a community, improve community health, and promoting respect and a sense of belonging for all involved.

KBCG intend to expand their services with ongoing workshops including cooking demonstrations showcasing new and interesting produce, gourd carving, loofah bleaching, picking and preserving, sewing produce bags, making beeswax wraps, assembling a bee hotel, making botanical paper, exploring seed saving techniques, assembling a worm composting farm, plant propagation and grafting.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* KBCG has been the previous recipient of in-kind support in the 2015/16 financial year for clearance of site, fencing and provision of water and power.

**Kalgoorlie-Boulder Urban Landcare Group** – the organisation has requested a Three (3) Year Service Agreement of \$94,545.45 per financial year 2021-2023 to assist with operational costs.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$94,545.45 per financial year 2021-2023.

*Overview:* Kalgoorlie Boulder Urban Landcare Group (KBULG) is a not for profit organisation committed to working collaboratively to provide public awareness, education and action programs for the community. KBULG coordinates community educational events such as tree planting events, native plant group and clean up days. The organisation also maintains a community nursery and Eco and Cultural Education Centre in Karlkurla Bushland Park, with the aim of the facility being the



base for knowledge exchange and community engagements whilst in a learning environment.

KBULG has requested an increase of \$4,545.45 per financial year 2021-2023 to cover the increasing cost of operational and staff expenses. The organisation employs five part-time staff to cope with the significant amount of community engagement performed each year.

*Benefit to the Community:* Requested funding will enable the organisation to continue operating the nursery, education centre, training programs and events. KBULG is continually expanding the scope of its community engagement activities and projects to continue connecting the people of Kalgoorlie-Boulder to the Goldfields environment.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* KBULG has been the recipient of multiple Three (3) Year Service Agreements, the most recent of which is due to expire in June 2020.

**Mines Hockey Club Inc.** – the organisation has requested a one-off grant of \$4,000 for the purchase of a sea container to store the club’s sporting equipment.

*Recommendation:* Decline a one-off grant of \$4,000.

*Overview:* Requested funding will allow the organisation to purchase a sea container for the storage of the club’s sporting equipment. The application does not demonstrate broad community benefit or shared use of the container or contents with other community groups, therefore does not align with the AGP Guidelines.

It is recommended the request for funding be declined.

**Royal Flying Doctor Service of Australia** – the organisation has requested a one-off grant of \$14,177 for the 2020/21 financial year to assist with Phase One of the Visitor Centre Refresh Project.

*Recommendation:* Approve a one-off grant of \$4,725.66 for the 2020/21 financial year subject to Royal Flying Doctor Service of Australia obtaining the remaining contributory levels of funding.

*\*\*This project is technically a Capital Works Project, therefore the organisation is required to provide two thirds of the total project funding. The total project cost is \$14,177 therefore the City will fund up to \$4,725.66 under the AGP Guidelines. Council however may consider whether the application has sufficient merit to fund the requested amount of \$14,177.*

*Overview:* Royal Flying Doctor Service of Australia (RFDS), established in 1937, is an iconic and innovative charity providing excellence in aeromedical and primary

health care. The organisation is based at the Kalgoorlie-Boulder Airport and includes both a visitor centre and working base. Since 2008, the visitor centre has been providing tourists, students, community groups, businesses, government agencies and special guests with an insight into the work of one of Australia’s leading organisations.

Requested funding will enable the organisation to commence Phase One of the Visitor Centre Refresh Project, encompassing stakeholder engagement, auditing, finds report and visual presentation. Phase One is the first stage for renovation to the visitor centre. Upon completion, RFDS will have a clear understanding of the overall vision, interpretive content and display elements required. Phase One will produce the project plan needed to secure additional co-funding for implementation.

*Benefit to the Community:* The project will enable stakeholders and the local community to contribute to the growth of tourism and aviation in Kalgoorlie-Boulder, ensuring the visitor centre will be a viable offering known as a “must see” when visiting the city. The project will expand the City’s cultural and heritage learning with a concept design that embraces the latest technology, showcasing the ongoing value of RFDS.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* RFDS has not received any previous funding from the City under the AGP.

**Sandalwood Family Centre Inc.** – the organisation has requested a one-off grant of \$10,000 for the 2020/21 financial year to assist with an Intergenerational Playgroup Project.

*Recommendation:* Approve a one-off grant of \$10,000 for the 2020/21 financial year.

*Overview:* The Sandalwood Family Centre Inc. has been in operation since 1992. This not for profit organisation provides a community centre offering a safe space for community groups and families. The centre is accessed by families of different compositions and target groups including culturally and linguistically diverse, Aborigines and Torres Strait Islanders disabilities, mental health, youth, adults, children, seniors and the vulnerable.

Through a community forum, a need was identified for positive engagement between children and seniors. This led to the concept being set for the Intergenerational Playgroup Project where seniors, families and their children are brought together through a variety of programs. Each session will focus on building relationships through interactive play, music, stories and craft activities.

*Benefit to the Community:* Requested funding will enable the organisation to conduct this project, providing regular sessions over a 12 month period. This project is aimed at promoting social inclusion through fostering interaction between generations of our community’s seniors, parents and children. Seniors involved are valued and respected by participating families and children by having a meaningful role to play that develops social connections and understanding, while positively tackling social isolation that some may be facing.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* Sandalwood Family Centre Inc. has not received any previous funding from the City under the AGP.

**Saving Animals From Euthanasia Inc.** – the organisation has requested a one-off grant of \$10,000 for the 2020/21 financial year to assist with a Community De-sexing and Microchipping Program.

*Recommendation:* Approve a one-off grant of \$10,000 for the 2020/21 financial year.

*Overview:* Saving Animals From Euthanasia Inc. (SAFE) is a not for profit organisation that was founded from a need to rescue and rehome healthy animals that would otherwise be euthanised. Operating since 2003, SAFE is now the largest volunteer based animal rescue and rehoming organisation in Western Australia. The organisation achieves many positive outcomes for animals by placing them into foster care until permanent loving homes can be found.

The Community De-sexing and Microchipping Program aims to assist community members wanting to home animals but who cannot afford the cost of having their new pets de-sexed or microchipped. Through this grant funding, SAFE intends to provide these services.

*Benefit to the Community:* This program addresses the environmental issues in the community surrounding the impact of uncontrolled animal breeding, resulting in increased numbers of stray animals and surrendered or dumped pets. By implementing this program, SAFE will be better equipped to keep up with the increased demand for their services and safely rehome more animals to members of our community who at present are unable to financially do so.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* SAFE has not received any previous funding from the City under the AGP.

**The Golden Mile Art Exhibition Group** – the organisation has requested a Three (3) Year Service Agreement of \$30,000 per financial year 2021-2023 to assist with the Rejuvenation Project of GMAEG.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$30,000 for the 2020/21 financial year, and \$20,000 for the 2021/22 and 2022/23 financial years.

*Overview:* The Golden Mile Art Exhibition Group (GMAEG), a not for profit organisation, has been in operation since 1977. The organisation has played an important role in developing the community’s arts and cultural elements by fostering local artisans and inspiring the broader community through workshops. Based out of their “The Arthouse” home in Boulder, GMAEG create and deliver quality art programs, events and exhibitions with almost 50 produced in 2019 alone.

The Rejuvenation Project seeks to effect cultural change within the community by focusing on art therapy, masterclass workshops, First Nation artist workshops, and an organisational rebrand, community consultation and implementation of a new marketing strategy and website.

While this application has considerable merit, City Officers recommend a reduced amount for the 2021/22 and 2022/23 financial years. GMAEG’s budget shows one-off expenditure that would only be a requirement within the 2020/21 financial year, therefore not required in the remainder of the term.

*Benefit to the Community:* GMAEG are preparing a multifaceted approach to the way art can benefit not only the artists involved, but also the broader community. Local artists will be provided with not only opportunities to develop their abilities and gain inspiration from external artists through planned workshops, they will also be provided opportunities to host their own. An additional focus on art therapy to the broader community is a proven method of supporting people’s mental health and social connection, amongst a range of other health benefits. The rebrand component combined with a revitalized website, marketing strategy and community consultation, will allow for better engagement with the wider community.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* GMAEG has previously received funding in 2017/18 financial year, totaling \$15,000.

**The Goldfields Repertory Club** – the organisation has requested a one-off grant of \$24,795 for the 2020/21 financial year to assist with the renovation project for the Brookman Street Theatre.

*Recommendation:* Approve a one-off grant of \$24,795 for the 2020/21 financial year.

*Overview:* The Goldfields Repertory Club (Rep Club) is the oldest of its kind in Australia having been established in 1931. The organisation’s objective is to increase community participation in the performing arts, and presenting drama, musical theatre and social entertainment to Goldfields residents.

The Rep Club’s Brookman Street Theatre home currently does not comply with building regulations which has resulted in the organisation now acting on a staged approach to rebuild the Theatre. This application is requesting funding to assist towards costs involved in attaining contract documentation which will then allow the organisation to take the project out to tender for the remaining stages.

*Benefit to the Community:* A new theatre is a necessity for the Rep Club for it to continue operating and playing an essential key role in enhancing the vibrancy and liveability of community life. The organisation’s partnerships with other community groups, regular series of productions and events, as well as the Youth Theatre established in 2008, make it a key asset to the growth of arts and cultural activities in the community.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* The Goldfields Repertory Club has received minor funding in previous years totaling no more than \$4,000 including discounted facility hire.

**The Goldfields Skull Bone and Pig Society Inc.** – the organisation has requested a one-off grant of \$30,129 for the 2020/21 financial year for the purchase of a warehouse for the society’s events and meetings, and storage of assets.

*Recommendation:* Decline a one-off grant of \$30,129.

*Overview:* The application does not demonstrate a whole of community benefit. Historically, the society’s annual events and functions are not open to the community and attendance is by invitation only. The application does mention the new clubhouse could be opened more regularly to the wider community than current operations allow, but no evidence or planning for how this will occur was demonstrated.

Due to the private nature of the proposed facility, the application does not align with the intent of the AGP.

**The Palace Theatre Recreation Centre Inc.** – the organisation has requested a Three (3) Year Service Agreement of \$10,000 per financial year to assist with operational costs.

*Recommendation:* Approve a Three (3) Year Service Agreement of \$10,000 per financial year 2021-2023.

*Overview:* The Palace Theatre Recreational Centre Inc. was established in 1978, originally as a drop in centre for the youth of Kalgoorlie-Boulder. The not for profit organisation is managed by a volunteer committee, employs two casual staff, and also maintains a strong volunteer base to be able to provide activities for the community. The organisation operates regular skating sessions, increased skating sessions during school holidays, and provides a space for hire for private birthday parties, end of season sporting functions, disco parties and movie nights.

The organisation has requested continued funding to assist with the operational costs of the centre. There has been no increase in the funding request.

*Benefit to the Community:* Requested funding will enable the organisation to utilise the funding toward the operational costs of the centre. The organisation will continue to operate the weekly skating sessions to enable Kalgoorlie-Boulder residents to participate in activities at a reasonable cost, provide a space for hire for other local organisations and the upkeep of the building.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* The Palace Theatre Recreation Centre Inc. has been the recipient of multiple Three (3) Year Service Agreements, the most recent of which is due to expire in June 2020.

**The Salvation Army (WA)** – the organisation has requested a one-off grant of \$10,000 for the 2020/21 financial year to refurbish “The Shed” – a safe recreational space for youth at risk.

*Recommendation:* Approve a one-off grant of \$10,000 for the 2020/21 financial year.

*Overview:* The Salvation Army (WA) has been serving the Goldfields community for over 120 years. The not for profit organisation aims to transform the lives of the local community and bring hope to those in need. In Kalgoorlie-Boulder, the organisation operates a weekly community drop-in centre, an emergency welfare relief service, two thrift shops, and a homeless resource centre. Their team of paid staff and volunteers, reach out to over 1,000 people each week.

The Salvation Army (WA) has requested funding for “The Shed” – a youth project to create a safe recreational space where youth at risk can meet, unwind, feel comfortable and given the opportunity to engage in fun and constructive activities.

*Benefit to the Community:* The Salvation Army (WA) already has an existing shed for the project, located at their current premises on Oberthur Street. The requested funding will enable the organisation to fit out “The Shed” which includes a yard space, and to be refurbished and specifically allocated for youth. This project aims to build confidence, explore self-identity and develop resilience for the youth of Kalgoorlie-Boulder, whilst creating a place of respite to experience positive relationships with a team of encouraging role models.

“The Shed” will also assist youth in accessing opportunities to develop life skills that enhance their personal competency, motivation and their ability to contribute to the local economy and community. Through partnerships, consultation and feedback with and from youth, it is anticipated to include cooking, budgeting, job applications, networking and community services projects.

*Alignment to the City’s Strategic Community Plan:*

Safe	Connected	Futuristic	Sustainable	Empowered	Capable

*Previous City Contributions:* The Salvation Army (WA) has not received any previous funding from the City under the AGP.

**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**

Community engagement was completed through the three grant writing workshops on 5 February 2020, 19 February 2020 and 11 March 2020. A consultation phone session was also facilitated on 15 April 2020 where applicants could speak with a grant writing specialist for advice and information specific to their project or event.

**CONFIDENTIAL ATTACHMENT**

Annual Grant Program Applications 2020-21

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## 14.2 FINANCE AND AUDIT COMMITTEE MINUTES - 21 MAY 2020

### 14.2.1 PAXON OHS AUDIT REPORT

<b>Responsible Officer:</b>	<b>John Walker Chief Executive Officer</b>
<b>Author:</b>	<b>Cally Galliers Manager Organisation and People</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council receive the Final Actions Report on the Paxon OHS Audit on Workplace injury, death or disease due to poor safety culture/practices.**

#### EXECUTIVE SUMMARY

Further to Council receiving the update on the Paxon OHS Audit actions on the 24 February 2020, the City has further progressed the actions identified from the findings of the Paxon OHS Audit on Workplace injury, death or disease due to poor safety culture/practices presented to the Finance and Audit Committee in May 2019.

Following the update to the Committee on the 20<sup>th</sup> February 2020, the City has continued to progress the action items and implemented appropriate processes to address the findings in the report.

The City has been working in conjunction with the City's insurer, LGIS to satisfy the Management Actions and Recommendations.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **CAPABLE:** We are continuing to undertake the appropriate risk management and assessment strategies.

#### 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 relating to Workplace injury, death or disease due to poor safety culture/practices.



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

This report provides a final summary to the Committee of the actions completed, and processes in place to address the business issues identified in the Paxon Group audit findings.

**OH&S Policy** - The City implemented an OHS policy, adopted by Council 26 August 2019, which links the City's strategic direction on health and safety in the workplace and management's ownership towards this topic.

**Risk Registers and Hazards** - Promapp has been reconditioned as the primary software system the City utilises for risk and process management. Process automation via the system's health and safety incident portfolio, enables the City to not only register all incidents/hazards/near misses, but also logs their assessments and generates investigation reporting. The system's advanced workflow notifies employees via email, escalating to appropriate management where necessary. Promapp consolidates risk assessments across all business units, assisting the users to confirm corrective actions and assign responsibilities to the relevant officer. Currently the Health and Safety Advisors and People and Culture team drive the process however training to all staff will be rolled out when current COVID-19 travel restrictions lift.

Individual risk registers are being created across business units from the workplace inspections that are now regularly completed by the Health and Safety Advisors. These inspections and assessments will be consolidated in Promapp to form the principal OHS register for the City.

**OH&S Representatives and Inspections** - Following the launch of the Safety Focus Groups, the groups meet monthly and have been integral to the successful uptake of the Pre-start and Take 5 processes by crews. Safety Focus Group members are now participating in workplace inspections, hazard identification and risk assessments, they have shown consistent attendance records and are actively engaged in identifying proactive steps to manage workplace risks. To date, they have updated and renewed the City's Standard Operating Procedures and are continually progressing risk identification and hazard reporting.

**Emergency Procedures** - The outdated Emergency Management Plans have been reviewed and drafted in consultation with the expertise and direction of an LGIS Emergency Management consultant. This has included drafting evacuation diagrams for several City buildings, including a few renovations and modifications made to the below listed sites:

- Council Administration Centre
- Adult Day Care Centre
- Eastern Goldfields Community Centre
- Kalgoorlie Town Hall
- Boulder Town Hall

The City anticipates completing the final evacuation diagrams by the end of May 2020, after which all will be printed and erected at the various locations in line with best practice standards and as per guidelines for the heritage buildings. Once the evacuation diagrams are mounted, all staff at each site will be refreshed in the updated emergency management plans including exits and muster points.

**Procedure Documents & Management System** - The below list of procedural documents have been reviewed by the LGIS OHS Program Manager:

- OHS Contractor Management
- Incident Reporting and Investigation Procedure
- Isolating and Tagging Procedure
- Hazardous Substance Procedure
- Isolated Worker Procedure
- Working in Heat Procedure
- Hazard Substances Assessment Form
- First Aid Procedure
- Personal Protective Equipment Procedure
- Workplace and Workstation Design Procedure
- Safety Management Plan
- Asbestos Management Procedure
- Spraying Safety and Operation Procedure
- Fire Extinguishers in Vehicles Procedure
- Health Surveillance Procedure
- Prevention & Management of Violence and Aggression at the Workplace
- OHS Risk Management Procedure
- OHS Procedure Manual

As these documents have been written in a highly technical manner, the City, with the assistance of LGIS, will ensure the procedures align with operational activity and are fit-for-purpose. Due to the postponement of the scheduled LGIS visits during the COVID-19 pandemic, it is anticipated that these amendments will be completed by the end of June 2020. Once finalised and approved, they will be communicated to employees and subsequent face to face training will be delivered by the LGIS OHS Program Manager as and when restrictions allow. This will ensure staff are consulted and fully understand the City's expectations in the context of OHS policy and procedural documents.

**Inductions** - The City's Site Specific Induction document and checklist have been reviewed and will be updated with risks now being reported through Promapp. Risks that are unique to each business unit, will be included in the site specific induction document. Employees are now required to sign off on both documents, which will be appropriately registered to ensure an audit trail exists.

**Training Plan and Register** - The City has commenced a training matrix database that will identify current qualifications held and will link in with the City's current Employee Training Records register. This will detail a comprehensive record of each employee's training received, including inductions; report when refreshers for tickets and licences are due; as well as identify and prioritise future training opportunities. Noting specific OHS related training that was due to be undertaken during April and

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May this year has been postponed due to COVID-19, this included Manual Handling, Sharps and Volatile Substance Awareness training.

**Health and Safety Intranet page** – The City's Health and Safety intranet page has been updated with relevant new forms. The Emergency Plans and updated procedure documents will be uploaded once approved. A new section has been created for the Safety Focus Group correspondence including minutes from meetings as well as identified risks and preventative measures. It is anticipated this page will provide a medium for a proactive approach to health and safety for City employees. The rollout of the Promapp system to all users will also actively engage employees to participate in risk management.

**The Waste Water Treatment Facility** - has had a transportable ablutions block and lunchroom/office installed on site. This enables the separation of laboratory functions from employee amenities, with the existing office now dedicated to site operations and field testing. Alcohol wash and disinfectant soap solution is accessible to all personnel for handwashing at both facilities and each one undergoes a daily detailed clean.

**Throssel Street Depot** - A review of the chemical and fuel sheds at the Depot were conducted by the LGIS OHS Program Manager and the City's Health and Safety Advisor. New spill kits for both sheds have been purchased as well as one for the new bowser area. Restricted access to mechanical workshop has been enforced as well as inspections on equipment including the hoist. Chemwatch has been updated, including the review and update of the Safety Data Sheet forms.

**Goldfields Oasis Recreation Centre** – Access to the chlorine shed has been contained as recommended, security fencing improvements made and new doors installed.

**Kalgoorlie and Boulder Town Halls** – Updated emergency plans for both halls have been reviewed and modifications made in line with the details provided under the Emergency Procedure heading above. When tours reconvene, the tour fees will be securely held with the Customer Service Officer until after the tour's conclusion. The wooden walkway in the Kalgoorlie Town Hall is not utilised as per recommendation.

**Golf Course Depot** - In line with the rollout of the new payroll system, access to the City's intranet is available to the Golf Course field staff through the communal iPad. Daily pre-starts of vehicles/plant are being conducted and these logs are registered as per recommendation.

The City has implemented and completed most actions to address the audit findings and once restrictions surrounding the COVID-19 pandemic ease, expects those few in the final stages to be completed. The Paxon Report is now a resource to be utilised by the City to ensure developed actions are reviewed regularly and updated sufficiently.

**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 COVID-19 IMPACT - REVISED FORECAST TO 30 JUNE 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 Forecast Statement of Comprehensive Income and Forecast Net Current Funding Position to 30 June 2020.**

**EXECUTIVE SUMMARY**

The impact of COVID-19 enforced restrictions has had a significant impact on the operations and revenue of several of the City's business operations. The Goldfields Oasis Recreation Centre, Goldfields Arts Centre and Kalgoorlie Golf Course have been closed due to safety concerns and the Kalgoorlie-Boulder Airport is operating with a greatly reduced flight schedule.

To ensure City finances are managed appropriately staff have identified savings across all business units and capital projects by deferring expenditure and only committing to priority projects for the remainder of this financial year. The purpose of this report is to communicate to Council the revenue and expenditure changes that are anticipated and the impact on the estimated closing cash position for the City at 30 June 2020.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **CAPABLE:** We are exploring funding sources and revenue streams.

**BUDGET IMPLICATIONS**

As per the attached revised forecasts it is estimated that the City net current funding position at 30 June 2020 will be \$3,911,894 compared to the amended budget estimated surplus of \$2,129,072.

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**REPORT**

The attached statements include a forecast closing cash position of \$2,120,009 compared to a budgeted closing cash position of \$2,117,187. A summary of the expected changes to revenue is included in the following table:

Details	Amended Budget	Revised forecast	% change
Airport fees and charges income	\$12,299,116	\$9,823,335	(20%)
Oasis, GAC, Golf Course and other facilities	\$5,551,946	\$3,927,203	(29%)
Rent and commercial leases	\$2,235,842	\$1,823,538	(18%)
Other fees and charges, including rubbish and sewerage	\$18,095,124	\$17,462,816	(3%)

**Total revenue adjustment                    \$5,145,136**

To offset this significant reduction to operating revenue the following savings have been identified through reduced services or deferral of projects, as assessed by City officers:

Operations (including materials, salaries and wages)                    \$1,570,937

Delayed projects including CBD revitalisation and golf

course resort contribution.                    \$2,672,748

Other capital expenditure                    \$2,684,275

**Total expenditure adjustment                    \$6,927,960**

The City will experience higher than usual levels of unpaid rates and sundry debtors while the restrictions are in place and for a reasonable recovery period after. Both air carriers Qantas and Virgin (voluntary administration) have accumulated debts to mid-April that are not likely to be repaid until later this calendar year. Payment arrangements and negotiations are expected and will be ongoing through this period which will put additional pressure on unrestricted cash in the short term. Debt levels including outstanding rates and sundry debtors are forecast to be \$1.8m higher than budget at 30 June leading to a closing cash position of \$2.1m.

## **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.

**ATTACHMENT**

Revised Forecast Statements 30 June 2020 

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### 14.2.3 RISK REGISTER

<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 Strategic and Operational Risk Registers for May 2020.**

### EXECUTIVE SUMMARY

On 24 February 2020 Council endorsed the recommendation the Strategic Risk Register be received by the Committee quarterly.

The Committee has resolved to conduct a full review of the Strategic and Operational Risk Registers at the August 2020 Finance and Audit Committee meeting. That review will include a report to the Committee identifying risks in the Strategic Community Plan and how those risks link to the Strategic Risk Register, to support and facilitate the Committee's full review.

Since the last Finance and Audit Committee meeting, the COVID-19 pandemic event has evolved. The register has been amended and updated to identify the risk of a pandemic or other health emergency to the organisation both at the strategic and operational level.

### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **CAPABLE:** We are continuing to undertake the appropriate risk management and assessment strategies.

### BUDGET IMPLICATIONS

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

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## 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 receives the Strategic Risk Register quarterly. The Register is a living document and requires constant review. The strategic risks are primarily the responsibility of the elected Council. The register is implemented to ensure strategic risks are:

- Identified;
- Assessed;
- Evaluated for effectiveness of existing controls;
- Assessed for residual risk; and
- Managed through implementation of action plans.

The Strategic Risk Register supports the development and review of Council's Strategic Plan. Given the City's Strategic Community Plan was recently endorsed by Council, it is timely the Committee will be undertaking a full review of the Strategic Risk Register at the next Committee meeting.

Events such as a pandemic/health emergency have the capacity to adversely affect essential service providers including local governments. The COVID-19 pandemic is a risk currently being faced by the world and the City has implemented several measures to reduce the risk to the organisation. The amendment to the risk registers recognises this risk and identifies the current controls in place, as well as actions to be implemented to further mitigate those risks.

The Committee is requested to receive the May 2020 Strategic Risk Register and Operational 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 May 2020 

Operational Risk Register May 2020 

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#### 14.2.4 ACCOUNTING POLICIES

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

#### VOTING REQUIREMENTS

Simple

#### OFFICER/COMMITTEE RECOMMENDATION

**That Council endorses the changes to the City's Accounting Policy so it aligns with the supporting notes used in the preparation of annual statements.**

#### EXECUTIVE SUMMARY

A review of the City's Accounting Policy has been completed, the purpose of which was to align it with the recent amendments to *Regulation 17A of the Local Government (Financial Management) Regulations 1996*.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **EMPOWERED:** We ensure considered decision making based on collaborative, transparent and accountable leadership.

#### BUDGET IMPLICATIONS

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

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#### REPORT

A review of the City's Accounting Policy has been completed, the purpose of which was to align it with the recent amendments to Regulation 17A of the *Local Governments (Financial Management) Regulations 1996*.

Only one item required altering in this policy:

- Item *1.4.4 Revaluation of Non-current Assets* is to be adjusted to reflect changes in regulations. The City has decided to take advantage of the extended timeframes for Fixed Asset Revaluations, therefore these are now to occur every 5 years.

#### STATUTORY IMPLICATIONS

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

**POLICY IMPLICATIONS**

The Policy document will be updated as recommended by the Committee and endorsed by Council.

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**ATTACHMENT**

Corp-F-004 Accounting Policy 

## 15 REPORTS OF OFFICERS

### 15.1 GENERAL MANAGER – INFRASTRUCTURE AND ENVIRONMENT

#### 15.1.1 CONTRACT FOR THE SUPPLY OF CONTESTABLE ELECTRICITY

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

**Author:** **Robert Lavis**  
**Environmental Sustainability Officer**

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

#### VOTING REQUIREMENTS

Simple

#### OFFICER RECOMMENDATION

**That Council resolves to:**

- 1. Award the City of Kalgoorlie-Boulder’s contestable electricity supply to Synergy for a contract term of three (3) years; and**
- 2. Authorise the Mayor and Chief Executive Officer to sign and seal on behalf of the City of Kalgoorlie-Boulder in accordance with Part 19.1(2) of the Standing Orders Local Law to the contract documentation.**

#### EXECUTIVE SUMMARY

This report has been prepared for Council to award the City of Kalgoorlie-Boulder’s (City’s) contestable electricity supply to Synergy for a contract term of three (3) years. The contract will supply electricity to 25 owned and/or managed City facilities and will replace the existing electricity contract which expires 30 June 2020.

The City requested quotes for the supply of contestable electricity through the WALGA Preferred Supplier Program and received three quotes being from Alinta, Synergy and Perth Energy. An assessment of the quotes was undertaken by City officers by applying the quoted pricing structures from each retailer against the City’s 2018/19 financial year electricity consumption data. The assessment concluded that Synergy provided the best value for money to the City over the term of the contract.

Reduced tariffs will yield savings to the City and award of contract to Synergy is recommended accordingly.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **EMPOWERED:** We ensure considered decision making based on collaborative, transparent and accountable leadership.

## BUDGET IMPLICATIONS

Awarding the electricity contract to Synergy is estimated to save 18% annually which equates to approximately \$322,000. Cost savings are estimates only as final costs depend on facility electricity consumption and other market or regulatory factors that may occur in the future.

## REPORT

Sites connected to the electricity network that consume greater than 50 megawatt hours (MWh) of electricity annually are considered as “contestable electricity sites” which allows owners to procure electricity through a competitive market process. The City owns and/or manages 25 facilities which meet the 50 megawatt criteria. The City’s existing contestable electricity supply contract expires 30 June 2020; consequently, the City requested quotes through WALGA’s Preferred Supplier Program for a new electricity contract for a period of three (3) years with two possible one (1) year extensions.

### Quote Assessment

The three submitted quotes from electricity retailers Alinta, Synergy and Perth Energy were assessed based on price (90%) and customer service (10%). Price was assessed by applying the quoted pricing structures against the City’s 2018/19 financial year electricity consumption data. Customer service was assessed based on the retailer’s online data accessibility, invoicing systems and provision of a business manager to deal with the contract. The assessment results are summarised in Table 1 below.

**Table 1: Quote assessment evaluation**

Retailer	Proposed Price Structures*				Evaluation		
	Average Peak Electricity Price	Average Off Peak Electricity Price	Electricity Supply Charge	Estimated Annual Cost	Price (90%)	Customer Service (10%)	Total (100%)
	c/ kWh	c/ kWh	c / day / site	\$M / yr			
<b>A</b>	26.862	13.992	162.20	1.370	90	8	98
<b>B</b>	22.052	20.069	218.90	1.445	85	8	93
<b>C</b>	26.830	18.401	218.90	1.532	80	6	86

\* The complexity of the proposed price structures varied between retailers, and the presented price structures have been summarised to allow for direct comparison.

### Conclusion

It is recommended that Council awards the contestable electricity supply contract to Retailer A - Synergy as they provide the best value for money to the City. The Synergy price schedule is approximately 18% lower than the existing contract price, with the estimated cost to the City being \$1.37 M per annum. Actual final costs will depend on facility electricity consumption and other market or regulatory factors.

Synergy's proposal does not include any clauses of concern that might undermine the City's efforts to reduce energy consumption across its contestable facilities.

**STATUTORY IMPLICATIONS**

The *Electricity Corporations (Prescribed Customers) Order 2007* enables businesses to select electricity retailers for sites which consume more than 50 MWh of electricity per year.


**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.

**ATTACHMENT**

Appendix A - Facilities subject to contestable electricity contract 

### 15.1.2 INCLUSION OF ABORIGINAL NAMES ON TO THE 'CITY'S RESERVE LIST OF NAMES'

<b>Responsible Officer:</b>	<b>Stuart Devenish General Manager Infrastructure and Environment</b>
<b>Author:</b>	<b>Paul Nuttall Planning and Development Team Leader</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### VOTING REQUIREMENTS

Simple

#### OFFICER RECOMMENDATION

That Council endorses:

1. **The list of 156 Aboriginal names attached to this report, produced by the Goldfields Aboriginal Language Centre, to be included on the City's Reserve List of Names;**
2. **The use of the Aboriginal name "Nalanala" to be used for the dedicated road reserve to the Kalgoorlie Golf Course;**

#### EXECUTIVE SUMMARY

The purpose of this report is to include a list of local Aboriginal names on the 'City's Reserve List of Names' that can be used for road naming within the City of Kalgoorlie-Boulder.

The City engaged the Goldfields Aboriginal Language Centre (GALC) to assist in sourcing suitable local Aboriginal language names. GALC supplied the City with a list of 156 words spanning 7 language groups from within the Goldfields that generally meet the naming requirements of the Geographic Naming Committee.

It is recommended that Council endorses the list of 156 Aboriginal names to include on City's Reserve List of Names that can be selected for road naming purposes, and that from this list Council endorses the recommendation by the GALC to use the Aboriginal name 'Nalanala' for the road to the Kalgoorlie Golf Course as the meaning of the word in Maduwongga language is 'hitting stick'.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **CONNECTED:** We document and celebrate the contributions of Aboriginal people in the development of Kalgoorlie-Boulder.

#### BUDGET IMPLICATIONS

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

## REPORT

This report regarding the inclusion of Aboriginal names on to the City's Reserve List of Names has come about from three separate actions. One originates from the Reconciliation Action Plan (RAP) that calls for the incorporation of Australian Aboriginal and Torres Strait Islander content and perspectives, as appropriate, into the City's policies, practices and services. The second action is in response to the State Government's request for local governments to use Aboriginal names for place naming purposes and to engage with local Aboriginal language organisations to achieve this (refer to attached correspondence). And finally is the requirement to use an Aboriginal language name for the newly dedicated road reserve to the Kalgoorlie Golf Course. To achieve these three actions, City officers engaged GALC to undertake the preparation of compiling a list of Aboriginal names.

### **Goldfields Aboriginal Language Centre (GALC)**

GALC is recognised as the regional Aboriginal language centre by the Federal Government, and funded to undertake the recording, linguistic analysis and preservation of the Aboriginal languages of the region. GALC's work is directed by a board of directors made up of 8 Elders representational of the language groups in the region, GALC's Senior Linguist, a manager from the National Trust of WA and an independent accountant.

GALC often receives requests for Aboriginal names for buildings, locations, roads, rooms, events and activities. GALC has a policy about naming which ensures the names provided are correct, fair, agreed to and suitable. Strict procedures are followed to ensure the names are correct, spelt correctly and agreed to by the language speakers and GALC Board.

### **List of Aboriginal Names**

The City engaged the Goldfields Aboriginal Language Centre (GALC) to source and undertake consultation of aboriginal names that could be used for non-geographic specific places. A generic list of names allows the City to name roads without further community consultation. Generic names can also be used in areas without having a significant link between a place and a name. The use of the names on the proposed list can be used for new local roads or roads that may need renaming.

GALC supplied the City with 156 generic names from a diverse range of language groups. Many of the words are also universal across different Aboriginal language groups. GALC advised that there is comfort in 'out of town' aboriginals recognising their own languages when visiting Kalgoorlie. (Please refer to attached correspondence from GALC for list of names and methodology for selection).

### **Kalgoorlie Golf Course Road Naming**

The most recent requirement to use an Aboriginal language name came about from the road reserve dedication to the Kalgoorlie Golf Course. The name 'Nalanala' from the Maduwongga language was recommended by GALC as this name means 'hitting stick' in English and is a playful use of the word for access to a golf course.

### **Conclusion**

The City has previously used Aboriginal language names for road naming purposes which can be seen in the Greenview Estate in Karlkurla. In this estate the majority of

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road names are from the Gubrun and Wongatha languages. This example has demonstrated how Aboriginal names can be effectively used for local government road naming purposes. Use of Aboriginal language names in City practices is one small step in recognising the significant cultural and historical role Aboriginal peoples have in the Kalgoorlie-Boulder community.

### **STATUTORY IMPLICATIONS**

The use of a name on the provided list is subject to the final approval of the Geographic Names Committee.

### **POLICY IMPLICATIONS**


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

### **COMMUNITY ENGAGEMENT CONSULTATION**

The Goldfields Aboriginal Language Centre has undertaken extensive and collaborative consultation regarding the appropriateness and suitability for each name on the provided list.

### **ATTACHMENTS**

Aboriginal Place Name Initiative Letter 

CKB Aboriginal Road Name suggestions April 2020 v1.1 

## 15.2 GENERAL MANAGER - FINANCE AND CORPORATE

### 15.2.1 MONTHLY FINANCIAL REPORT - MARCH 2020

<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*, receives the Statement of Financial Activity for the period ending 31 March 2020.**

#### 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 March 2020.

#### COMMUNITY STRATEGIC PLAN LINKS

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **EMPOWERED:** We ensure considered decision making based on collaborative, transparent and accountable leadership.

#### BUDGET IMPLICATIONS

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

## 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 March 2020, income is under budget by 2.09% and expenditure is under budget by 3.74%, 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 2.09%, \$1,291,073 under budget. The sub programs which are outside the allowable variance is as follows.

### HACC

Description	YTD Budget	YTD Actual	YTD Variance
<b>HACC</b>	<b>\$686,697</b>	<b>\$544,204</b>	<b>(\$142,493)</b>

This is due to a correction in grant income from prior year of (\$143k).

### Other Welfare

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Welfare</b>	<b>(\$30,311)</b>	<b>\$30,398</b>	<b>(\$60,509)</b>

This is due to a return of unspent discretionary grant from Lynk project of (\$56k) and less than budget income from Men's Shed of (\$4k).

### Other Culture

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Culture</b>	<b>\$479,605</b>	<b>\$334,906</b>	<b>(\$144,699)</b>

There have been less shows than budgeted, resulting in a variance of (\$103k), and (\$40k) 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>\$1,045,396</b>	<b>\$1,151,197</b>	<b>\$105,801</b>

\$105k of this variance relates to Grant income being received later than anticipated.

### Road Plant Purchases

Description	YTD Budget	YTD Actual	YTD Variance
<b>Road Plant Purchases</b>	<b>\$58,251</b>	<b>\$0</b>	<b>(\$58,251)</b>

There has been no profit on sale of assets.

### Economic Development

Description	YTD Budget	YTD Actual	YTD Variance
<b>Economic Development</b>	<b>\$1,139,295</b>	<b>\$940,873</b>	<b>(\$198,422)</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>\$133,018</b>	<b>\$16,685</b>	<b>(\$116,333)</b>

Less income from fees & charges of (\$114k) compared to budget.

**Business Unit Operations**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Business Unit Operations</b>	<b>\$556,027</b>	<b>\$494,758</b>	<b>(\$61,269)</b>

This variance relates to reduced rental income from Endowment Block properties.

**Town Planning Schemes**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Town Planning Schemes</b>	<b>\$119,994</b>	<b>\$38,065</b>	<b>(\$81,929)</b>

No budget allocation for Trade in of plant.

**EXPENSE CATEGORIES**

Overall stated expenditure is within the allowable variance as dictated by Council, being 3.74% \$2,050,524 under budget. The sub programs which are outside the allowable variance are as follows.

**Rate Revenue**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Rate Revenue</b>	<b>\$866,309</b>	<b>\$1,008,039</b>	<b>\$141,730</b>

The variance of \$212k is due to contract costs for legal expenses being over budget as a result of timing variance which is partially offset by (\$51k) less overhead allocations and (\$20k) less employee costs than the budget.

**Members of Council**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Members of Council</b>	<b>\$1,135,660</b>	<b>\$964,198</b>	<b>(\$171,462)</b>

(\$105k) of the variance is due to less overhead allocations, (\$28k) is due to less contractors and consultant expenses, (\$14k) is due to less travel expenses, (\$12k) is due to less catering and (\$8k) other expenses compared the budget.

**Other Governance**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Governance</b>	<b>\$980,750</b>	<b>\$816,518</b>	<b>(\$164,232)</b>

(\$97k) is due to less contractors and consultant expenses, (\$77k) is due to less overhead allocations, which is partially offset by contributions, donations and subsidies of \$10k compared the budget.

**Preventive Services – Inspection/Admin**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Preventive Services – Inspection/Admin</b>	<b>\$820,828</b>	<b>\$719,622</b>	<b>(\$101,206)</b>

(\$51k) of this variance relates to employee costs, (\$35k) relates to less overhead allocations and (\$14k) relates to less material purchases than the budget.

**Aged and Disabled – Senior Citizens**

Description	YTD Budget	YTD Actual	YTD Variance
<b>Aged and Disabled – Senior Citizens</b>	<b>\$501,973</b>	<b>\$438,520</b>	<b>(\$63,453)</b>

(\$41k) of this variance relates to employee costs and (\$21k) relates to less overhead allocation than the budget.

#### Other Welfare

Description	YTD Budget	YTD Actual	YTD Variance
<b>Other Welfare</b>	<b>\$343,616</b>	<b>\$281,573</b>	<b>(\$62,043)</b>

(\$39k) relates to employee costs and (\$22k) relates to less overheads compared to budget.

#### Sanitation – Other

Description	YTD Budget	YTD Actual	YTD Variance
<b>Sanitation – Other</b>	<b>\$1,151,578</b>	<b>\$1,006,852</b>	<b>(\$144,726)</b>

(\$126k) of this relates to less employee costs incurred and (\$18k) is due to less overhead allocations than budget.

#### Tourism and Area Promotion

Description	YTD Budget	YTD Actual	YTD Variance
<b>Tourism and Area Promotion</b>	<b>\$842,360</b>	<b>\$739,818</b>	<b>(\$102,542)</b>

Contribution, donations and subsidies are (\$79k) less compared to budget and employee costs are (\$24k) less compared to the budget.

#### Economic Development

Description	YTD Budget	YTD Actual	YTD Variance
<b>Economic Development</b>	<b>\$1,354,159</b>	<b>\$1,169,213</b>	<b>(\$184,946)</b>

Employee costs are (\$177k) less and materials purchased are (\$5k) less compared to budget.

#### General Administration Overheads

Description	YTD Budget	YTD Actual	YTD Variance
<b>General Administration Overheads</b>	<b>(\$100,428)</b>	<b>\$343,196</b>	<b>(\$242,768)</b>

Admin variance of (\$242k) due to timing.

#### Public Works Overheads

Description	YTD Budget	YTD Actual	YTD Variance
<b>Public Works Overheads</b>	<b>\$758,754</b>	<b>\$1,343,200</b>	<b>\$584,446</b>

\$693k relates to employee salaries and wages and labour overhead. Partially offset by (\$144k) saving in Admin costs.

#### Plant Operation Costs

Description	YTD Budget	YTD Actual	YTD Variance
<b>Plant Operation Costs</b>	<b>\$160,094</b>	<b>(\$153,993)</b>	<b>(\$314,087)</b>

(\$227k) of the variance relates to a saving in employee salaries and wages. Plus (\$121k) saving in internal plant hire.

**Town Planning Schemes**

Description	YTD Budget	YTD Actual	YTD Variance
Town Planning Schemes	\$18,792	\$157,323	\$138,531

No budget allocation for Loss on sale of assets.

**CAPITAL CATEGORIES**

March 2020 capital expenditure is under budget by (\$2.71m) YTD. Actual YTD expenditure is \$8.29m versus budgeted YTD spend of \$11m.

The main variance is in Infrastructure – Sewerage of (\$1.1m) due to delay in capital projects.

The remaining variances are due to timing with Buildings (\$893k), which is largely due to the CBD revitalisation project and Infrastructure – Roads of (\$620k) 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.

**ATTACHMENT**

Statement Of Financial Activity - March 2020 

**15.2.2 ACCOUNTS PAYABLE FOR THE MONTH OF APRIL 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 receives the list of payments totalling \$5,957,299.03 as presented for the month of April 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), debit card and credit card.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **EMPOWERED:** We ensure considered decision making based on collaborative, transparent and accountable leadership.

**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 April 2020 and a list of corporate credit card transactions by card holder of the same period totalling \$5,957,299.03.

Credit Card	\$8,251.42
Debit Card	\$15,736.25
Direct Debit	\$238,534.07
Municipal Cheque	\$830.20
Municipal EFTs	\$5,659,346.02
Trust EFTs	\$37,301.77
<b>Grand Total</b>	<b>\$5,957,299.03</b>

**STATUTORY IMPLICATIONS**

The Accounts Payable for the Month of April 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**

Credit Card Payment April 2020 

Debit Card Payments April 2020 

Direct Debit Payments April 2020 

Municipal Cheque Payments April 2020 

Municipal EFT Payments April 2020 

Trust EFT Payments April 2020 



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**15.2.3 RFT011 – 19/20 – SUPPLY AND INSTALLATION OF CCTV EQUIPMENT**

<b>Responsible Officer:</b>	<b>David Trevaskis General Manager Finance and Corporate</b>
<b>Author:</b>	<b>Brett Killen Manager Information Communication and Technology</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Awards tender number T011 – 19/20 – Supply and Installation of CCTV Equipment to Avantgarde Technologies Pty Ltd for the sum of \$242,620.00 Ex GST; and**
- 2. Authorises the Mayor and CEO to sign the contract documents under the common seal of the City of Kalgoorlie-Boulder in accordance with part 19.1(2) of the *Standing Orders Local Law 2013*.**

**EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider the submissions received for tender number T011 – 19/20 – Supply and Installation of CCTV Equipment.

The awarding of this tender will see the replacement of outdated and unreliable CCTV equipment at both the Goldfields Oasis and Kalgoorlie-Boulder Airport.

The public tender process led to four (4) submissions being received of which Avantgarde was scored the highest and considered the best overall solution.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Community Theme, Goal and Objective:

- **SAFE:** We will be safe and free from harm and crime.

**BUDGET IMPLICATIONS**

The City' 2019/20 municipal budget has sufficient funds allocated for these works to be undertaken.

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**REPORT**

The purpose of this report is for Council to consider the submissions received for tender number RFT011 – 19/20 – Supply and Installation of CCTV Equipment.

## **Background**

Access to the CCTV footage at the Goldfields Oasis and Kalgoorlie-Boulder Airport is often requested by the Police to help solve theft, vandalism and break and enters. Due to the age of systems at both locations adequate footage is often not available.

## **Design**

The City engaged its local security partner to develop an indicative design for independent CCTV systems at both locations.

A site visit was conducted and Officers interviewed to ensure coverage of troublesome areas. This design included the locations and angle of cameras, as well as associated networking equipment.

During the tender process it was confirmed that the City would like the option of an entry level recording solution as well as a standalone server with mid-range CCTV software to better enable future functionality.

## **Assessment**

Four (4) submissions were received for T011, being:

- MCM Protection PTY LTD (Local Business);
- Blue Force PTY LTD;
- RedFish Technologies PTY LTD; and
- Avantgarde Technologies.

A panel of City officers assessed each tender submission. All submissions were assessed as correct and compliant with the City's 'Request for Tender' document.

Only one tenderer provided the City the requested options for recording solutions.

Tenderers were assessed on the basis of the following qualitative criteria and weighting.

- Relevant Experience (20%);
- Key Personnel – Regional Contracting (5%);
- Resources and Demonstrated Understanding (15%); and
- Pricing (60%).

Average weighted score across the criteria is shown below:

Tenderer	A	B	C	D1	D2
Relevant Experience	12.00%	8.00%	13.33%	17.33%	17.33%
Key Personnel – Regional Contracting	4.33%	1.67%	1.33%	2.00%	2.005
Tenderer's Resources & Demonstrated Understanding	8.00%	7.00%	10.00%	12.00%	12.00%
Pricing	23.07%	37.17%	28.00%	34.04%	27.72%
<b>TOTAL weighted score</b>	<b>47.40%</b>	<b>53.84%</b>	<b>52.66%</b>	<b>65.37%</b>	<b>59.05%</b>

The second option (D2) from Avantgarde's submission has been assessed as the most appropriate solution delivering the best value for money for the City. The submission included the most detailed project plan to ensure the project's success.

This option delivers a system with additional hardware redundancy as well as industry leading software to enable better integration with the City's other and future CCTV systems.

While this option scored lower than its alternative submission (D1) due to the cheaper recording solution, it delivers significant additional benefits not limited to those above.

**STATUTORY IMPLICATIONS**

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

**POLICY IMPLICATIONS**

The tender process ensures Policy CORP-AP-001 relating to purchasing is satisfied.

**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 25 MAY 2020**

<b>Responsible Officer:</b>	<b>John Walker Chief Executive Officer</b>
<b>Author:</b>	<b>Eve Reitmajer PA to GM Finance and Corporate</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That Council receives 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 following Community Theme, Goal and Objective:

- **EMPOWERED:** We ensure considered decision-making based on collaborative, transparent and accountable leadership.

**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>
Seal Register	May 2020
Facebook Statistics	April 2020
EGCC Meals Statistics	April 2020
Contract Variations	Nil
Grant Register	Nil
Graffiti Report	April 2020
PDRS Info Bulletin	April 2020
Water Services KPI Report	April 2020

Waste Services EOM Report	April 2020
Wastewater Systems Upgrade Monthly Status Report	April 2020
Sustainability Snapshot	Quarter 1
Engineering Capital Works Progress Report	May 2020
LEMC Minutes	May 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

[Seal Register](#)

Facebook Statistics 

EGCC Meals Statistics 

Graffiti Report 

PDRS Info Bulletin 

Water Services KPI Report 

Waste Services EOM Report 

Wastewater Systems Upgrade Monthly Status Report 

Sustainability Snapshot 

Engineering Capital Works Progress Report 

Kalgoorlie-Boulder LEMC Minutes- May 2020 

## 18 CONFIDENTIAL ITEMS

### 18.1.1 ANNUAL PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER

<b>Responsible Officer:</b>	<b>John Walker Chief Executive Officer</b>
<b>Author:</b>	<b>Mayor John Bowler Mayor</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

#### OFFICER RECOMMENDATION

That in accordance with Section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- A matter affecting an employee or employees.

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#### EXECUTIVE SUMMARY

It is the recommendation of the Responsible Officer that this item be considered “in camera” due to the private and confidential nature of its contents.

**19 DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be on Monday 22 June 2020.

**20 CLOSURE**