



**City of  
Kalgoorlie  
Boulder**

# **AGENDA**

**Notice is hereby given  
for the Ordinary Council Meeting**

**commencing at 7:00 PM**

**on**

**24 JUNE 2024**

**at the**

**Kalgoorlie Town Hall**

14 June 2024



## NOTICE OF MEETING

An Ordinary Council Meeting of the City of Kalgoorlie-Boulder will be held in the **Kalgoorlie Town Hall** on **Monday 24 June 2024** commencing at **7:00 PM**.

Regards

A handwritten signature in black ink, appearing to read "Andrew Brien". The signature is stylized with a long, sweeping underline that extends to the right.

**ANDREW BRIEN**

Chief Executive Officer

## Council Chamber Seating Plan

**Governance and IT**



**Deputy Mayor** Kirsty Dellar   **Mayor** Glenn Wilson   **CEO** Andrew Brien



**Councillor**  
Deborah Botica



**Councillor**  
Carla Viskovich



**Councillor**  
Terrence Winner



**Councillor**  
Nardia Turner



**Councillor**  
Wayne Johnson



**Councillor**  
Kyran O'Donnell



**Councillor**  
Linden Brownley

**Press**

**Public Gallery**

**Directors**

**Nature of Council's Role in Decision-Making**

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive Strategic:	The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative:	Includes adopting local law, town planning schemes and policies.
Review:	When Council reviews decisions made by officers.
Quasi-Judicial:	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits/licenses (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

## Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....</b>	<b>8</b>
<b>2</b>	<b>OPENING PRAYER.....</b>	<b>8</b>
<b>3</b>	<b>DISCLAIMER READING .....</b>	<b>8</b>
<b>4</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>8</b>
	4.1 ATTENDANCE .....	8
	4.2 APOLOGIES .....	8
	4.3 LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	9
<b>5</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>9</b>
<b>6</b>	<b>PUBLIC ACCESS AND PUBLIC QUESTION TIME.....</b>	<b>9</b>
	6.1 PUBLIC ACCESS.....	9
	6.2 PUBLIC QUESTION TIME .....	9
<b>7</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS .....</b>	<b>9</b>
<b>8</b>	<b>NOTATIONS OF INTEREST .....</b>	<b>9</b>
	8.1 INTEREST AFFECTING IMPARTIALITY CITY OF KALGOORLIE- BOULDER CODE OF CONDUCT .....	9
	8.2 FINANCIAL INTEREST LOCAL GOVERNMENT ACT SECTION 5.60A .....	9
	8.3 PROXIMITY INTEREST LOCAL GOVERNMENT ACT SECTION 5.60B ..	10
<b>9</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>10</b>
	9.1 APPLICATIONS FOR LEAVE OF ABSENCE .....	10
	9.2 PROCEDURAL MOTION TO SUSPEND SECTION 9.1 STANDING ORDERS LOCAL LAW 2013.....	10
<b>10</b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSIONS .....</b>	<b>10</b>
	10.1 MAYOR ANNOUNCEMENTS .....	10
<b>11</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>10</b>
<b>12</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>10</b>

<b>13 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....</b>	<b>10</b>
<b>14 REPORTS OF COMMITTEES.....</b>	<b>11</b>
14.1 YOUTH COUNCIL MINUTES - 21 MAY 2024.....	11
14.1.1 Kalgoorlie-Boulder Youth Mentor Applications.....	11
14.2 AUDIT AND RISK COMMITTEE MINUTES - 13 JUNE 2024.....	14
14.2.1 Purchasing Policy Exemptions January to March 2024.....	14
14.2.2 Tenders Awarded under Delegation January to March 2024.....	18
14.2.3 Overdue Debtors Report as at 30 April 2024.....	21
14.2.4 Reserves at 30 June 2024.....	26
14.2.5 Infringement Review 2024.....	29
14.2.6 Risk Management.....	31
14.2.7 LGIS Workplace Health and Safety audit - internal audit project update.....	35
14.2.8 Asset Management Framework - internal audit project update.....	38
14.2.9 Swimming Pool and Safety Barriers Legislative Reform - internal audit project update.....	44
14.2.10 Integrity self-assessment.....	48
14.2.11 ICT Compliance Update.....	51
14.2.12 Workplace Health and Safety.....	55
<b>15 REPORTS OF OFFICERS.....</b>	<b>58</b>
15.1 CHIEF EXECUTIVE OFFICER.....	58
15.1.1 Statement of Financial Activity April 2024.....	58
15.1.2 Accounts Payable Report - May 2024.....	62
15.2 DEVELOPMENT AND GROWTH.....	64
15.2.1 Excision of a portion of Lot 300 (No. 164) Dwyer Street, South Boulder 6430.....	64
15.2.2 Lake Douglas Class A Reserve.....	68

15.2.3	Change of Use to Depot, Motor Vehicle Repairs, Warehouse Storage Office, Caretaker Dwelling and Advertisement Advice ....	75
15.2.4	Disposal of Asset - Reserve 31464, Lot 1094 (21B) Ward Street, Lamington .....	83
15.3	COMMUNITY DEVELOPMENT .....	88
15.3.1	Kalgoorlie-Boulder Cemetery Board - Partnership Service Agreement .....	88
<b>16</b>	<b>QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>91</b>
<b>17</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>91</b>
<b>18</b>	<b>DATE OF NEXT MEETING .....</b>	<b>91</b>
<b>19</b>	<b>CLOSURE .....</b>	<b>91</b>

## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

## **2 OPENING PRAYER**

To be conducted by Rev. Dr. Elizabeth Smith from the Anglican Church.

## **3 DISCLAIMER READING**

The Mayor will read the disclaimer to those present.

Please note this meeting is being recorded and streamed live on the Council's website in accordance with the City's Public Participation in Council Meeting Policy, which can be viewed on Council's website

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

The recommendations contained in this Agenda are Officer's Recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

## **4 RECORD OF ATTENDANCE**

### **4.1 Attendance**

**In Attendance:**

**Members of Staff:**

**Visitors:**

**Press:**

### **4.2 Apologies**

**Apologies – Elected Members:**

---



**Apologies - Members of Staff:**

**4.3 Leave of Absence (Previously Approved)**

**Leave of Absence:**

**5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**6 PUBLIC ACCESS AND PUBLIC QUESTION TIME**

**6.1 Public Access**

**6.2 Public Question Time**

**7 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8 NOTATIONS OF INTEREST**

**8.1 Interest Affecting Impartiality City of Kalgoorlie-Boulder Code of Conduct**

Nil

**8.2 Financial Interest Local Government Act Section 5.60A**

Mayor Glenn Wilson declared a financial interest on item 14.2.3 Overdue Debtors Report as at 30 April 2024, as he is an Honorary member of a debtor.

Deputy Mayor Kirsty Dellar declared a financial interest on item 14.2.3 Overdue Debtors Report as at 30 April 2024, as her husband is a member of a debtor.

Cr Nardia Turner declared a financial interest on item 14.2.3 Overdue Debtors Report as at 30 April 2024, as her husband is a member of two debtors.

### **8.3 Proximity Interest Local Government Act Section 5.60B**

Nil

## **9 APPLICATIONS FOR LEAVE OF ABSENCE**

### **9.1 Applications for Leave of Absence**

### **9.2 Procedural Motion to Suspend Section 9.1 Standing Orders Local Law 2013**

#### **RECOMMENDED PROCEDURAL MOTION**

That section 9.1 of the *Standing Orders Local Law 2013*, which requires members of Council to rise to speak, be suspended.

## **10 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSIONS**

### **10.1 Mayor Announcements**

## **11 CONFIRMATION OF MINUTES**

That the minutes of the Ordinary Meeting of Council held on 27 May 2024 be confirmed as a true record of that meeting.

That the minutes of the Special Council Meeting of Council held on 4 June 2024 be confirmed as a true record of that meeting.

## **12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

## **13 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

## 14 REPORTS OF COMMITTEES

### 14.1 Youth Council Minutes - 21 May 2024

#### 14.1.1 Kalgoorlie-Boulder Youth Mentor Applications

<b>Responsible Officer:</b>	Mia Hicks Director of Community Development
<b>Responsible Business Unit:</b>	Community Development
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Executive Strategic
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Cameron Mallory KBYC Mentor Application [7.1.1.1 - 2 pages]</li> <li>2. CONFIDENTIAL - Esther Roadnight OAM KBYC Mentor Application [7.1.1.2 - 20 pages]</li> </ol>

#### SUMMARY STATEMENT

Esther Roadnight OAM and Cameron Mallory have completed their nominated terms as Youth Mentors with Kalgoorlie-Boulder Youth Council (KBYC) and have both renominated for an additional two-year term. No new applications have been received for the 2024/25 - 2025/26 KBYC Youth Mentor Program.

#### REPORT

The Youth Council Mentor Program was established in 2010 and, in accordance with the Council Committee Handbook, the role of a Youth Mentor is to -

- Assist and support City officers with the operations of the KBYC;
- Provide assistance to the KBYC in meeting their objectives; and
- provide guidance, support, and insight to the KBYC on matters set before them.

Youth Mentors will be endorsed for a two-year term and both applicants have a valid Working with Children Check.

Esther Roadnight OAM has completed her sixth consecutive term as a Youth Mentor, with 2023 marking her twelfth year in the role. Mrs Roadnight has nominated again for another two (2) year term to continue providing guidance and support to the KBYC. Mrs Roadnight's experience, networks, and knowledge as a former Elected Member of the City of Kalgoorlie-Boulder, and as a long-term active volunteer across a range of community groups and committees makes her an asset to the KBYC.

Cameron Mallory has completed his first term as a Youth Mentor. Mr Mallory has nominated again for another two (2) year term. With his strong leadership skills, experience working with young people and passion for helping young people realise their full potential, Mr Mallory has proven to be a positive addition to the Youth Mentor Program and demonstrates a strong commitment to the KBYC.

### **COMMUNITY ENGAGEMENT CONSULTATION**

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

### **BUDGET IMPLICATIONS**

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

### **STATUTORY IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

The recommendations of this report align with the City's Child Safe Awareness Policy and Council Committee Handbook.

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

**SAFE:** We support families and youth.

**EMPOWERED:** We continue to believe in the principles of representational democracy and are enabled to make decisions about our lives.

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

**EMPOWERED:** We are utilising diverse points of view to inform decision making and actions taken for the City.

Youth Mayor Emilee Stewart called upon Esther Roadnight OAM to speak.

Esther Roadnight OAM pulled her nomination as Youth Mentor for the term expiring May 2026.

**COMMITTEE RECOMMENDATION**

That Council approve the application for Cameron Mallory to be appointed as Youth Mentor for the Kalgoorlie-Boulder Youth Council for a two-year term expiring in May 2026.

Deputy Youth Mayor Erin Winchester thanked Esther Roadnight OAM for her years of service on the Kalgoorlie-Boulder Youth Council.

## 14.2 Audit and Risk Committee Minutes - 13 June 2024

### 14.2.1 Purchasing Policy Exemptions January to March 2024

<b>Responsible Officer:</b>	Xandra Curnock Executive Manager Finance
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Review
<b>Attachments:</b>	Nil

#### SUMMARY STATEMENT

Council is asked to receive and note purchases made by the City that were exempted from the requirements of the Purchasing Policy during the period 1 January 2024 to 31 March 2024.

#### REPORT

This report provides the Audit and Risk Committee information in relation to purchase orders that have been deemed exempt as per the City's Purchasing Policy, which outlines the requirements and decision-making process for each policy threshold. The following table represents the codes of exemption:

<b>Reason for Exemption</b>	<b>Example of Purchase</b>
EN1 – Monopoly / Oligopoly / Government Department	Utilities, Telephone Charges, Licenses and Vehicle Registrations, Loan Repayments. Payments to other Government Entities (in accordance with Local Government (Finance and Governance) Regulation 11 (e))
EN2 – Specialised Supplier	Consultant services (specialized only and approved by CEO, including legal services)
EN3 – Procurement decision made	Software subscriptions, software licences, Insurance, Lease or Contract agreements, Any supply that forms part of a tender that has been adopted by Council
EN4 – transfers not part of a procurement decision	Trust Payments, Reimbursements

EN5 – Council decision	Payment of Grant Funds, Third Party Grants (under agreement)
EN6 – Strategic decision	Entertainers, Arts and Culture Show Purchases, Exhibitions, Public Art, Specialised Programs
EN7 – Only specialised local supplier	Specialised local contractors with an understanding of the unique conditions within the Goldfields. Evidence must be given to satisfy that this supplier is the only local supplier
EN8 – Sole Supplier	Only one within Australia
Common Use Arrangements	Exemptions need to be included under the LG Regulations (F+G) A11 (2) e.

**January 2024**

The total value of spending exempt from the City's Purchasing Policy was \$6,405,754 for the month of January 2024.

The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
EN1. Monopoly/Oligopoly/Government department	\$132,372
EN2. Specialised supplier	\$5,894.90
EN3. Procurement decision made	\$3,887,321.66
EN5. Council decision	\$2,054,200.71
EN6. Strategic decision	\$116,330.01
EN7. Only Specialised local supplier	\$136,197.40
EN8. Sole Supplier	\$73,437.10

**February 2024**

The total value of spending exempt from the City's Purchasing Policy was \$4,006,040 for the month of February 2024.

The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
EN1. Monopoly/Oligopoly/Government department	\$117,721.20
EN2. Specialised supplier	\$284,626.08
EN3. Procurement decision made	\$3,204,938.38
EN5. Council decision	\$216,418.50
EN6. Strategic decision	\$80,378.30
EN7. Only Specialised local supplier	\$101,958.10

**March 2024**

The total value of spending exempt from the City's Purchasing Policy was \$5,300,977 for the month of March 2024.

The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
EN1. Monopoly/Oligopoly/Government department	\$1,501,453.50
EN2. Specialised supplier	\$62,471.79
EN3. Procurement decision made	\$3,115,559.38
EN5. Council decision	\$418,550.00
EN6. Strategic decision	\$125,426.00
EN7. Only Specialised local supplier	\$30,183.18
EN8. Sole Supplier	\$47,333.12

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

In accordance with Local Government (Financial Management) Regulations 1996 r5(1)(e) the CEO is to ensure efficient systems and procedures are established for proper authorisation for the incurring of liabilities and the making of payments.

**POLICY IMPLICATIONS**

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

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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



**COMMITTEE RECOMMENDATION**

That Council receive the summary of purchases made by the City that were exempted from the requirements of the Purchasing Policy for the period 1 January – 31 March 2024.

**14.2.2 Tenders Awarded under Delegation January to March 2024**

<b>Responsible Officer:</b>	Xandra Curnock Executive Manager Finance
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	Nil

**SUMMARY STATEMENT**

Council is asked to receive the summary of tenders awarded under delegated authority given to the Chief Executive Officer (and sub-delegated to authorised officers) during the period 1 January – 31 March 2024.

**REPORT**

On 30 October 2023, Council adopted a register of delegated authority which formally authorises the CEO to undertake a number of functions and responsibilities, including sub-delegation of some of those authorisations. These delegations include:

1. 1.1.16: Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Tendered Contracts; Exercising Tendered Contract Extension Options; and
2. 1.1.17: Tenders for Goods and Services – Exempt Procurement as per the City’s delegation register.

This report provides oversight to the Audit and Risk Committee on the execution of those delegations during the period 1 January – 31 March 2024.

***Delegation 1.1.16: Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Tendered Contracts; Exercising Tendered Contract Extension Options***

The CEO is authorised to accept the tender that is most advantageous to the City within the \$1,000,000 limit, provided the conditions of the delegation have been met.

No tenders were accepted by the CEO under the conditions of delegation 1.1.16 during the period 1 January – 31 March 2024.

***Delegation 1.1.17: Tenders for Goods and Services - Exempt Procurement***

The following table is extracted from the City’s delegated authority register and sets out thresholds for the operation of delegation 1.1.17.

Category	Maximum Value for individual contracts
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$750,000
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$750,000
Goods or services that are determined to be unique so that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$1,500,000
Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that F&G.r.11(2)(h)(ii) the contract represents value for money. [F&G.r.11(2)(h)]	< \$250,000
Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000

No tenders were accepted under the conditions of delegation 1.1.17 during the period 1 January – 31 March 2024.

### **COMMUNITY ENGAGEMENT CONSULTATION**

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

### **BUDGET IMPLICATIONS**

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

### **STATUTORY IMPLICATIONS**

All tenders awarded met the requirements of Regulations 11A – 24J of the *Local Government (Functions and General) Regulations 1996* and S3.57 of the *Local Government Act 1995*.

### **POLICY IMPLICATIONS**

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

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

**COMMITTEE RECOMMENDATION**

That Council accept the report showing tenders awarded under CEO delegation during the period 1 January - 31 March 2024, noting that there were no tenders accepted.

**14.2.3 Overdue Debtors Report as at 30 April 2024**

<b>Responsible Officer:</b>	Xandra Curnock Executive Manager Finance
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Mayor Glenn Wilson – Financial Interest Deputy Mayor Kirsty Dellar – Financial Interest Cr Nardia Turner - Financial Interest
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	1. CONFIDENTIAL - Overdue debtors report April 2024 [7.1.3.1 - 1 page]

*This item was listed for consideration at the Committee Meeting, however due to disclosures of financial interest by Committee Members the Committee was unable to retain a quorum and the matter was not considered. The item has now been referred directly to Council for consideration.*

**SUMMARY STATEMENT**

Council is asked to receive the Overdue Debtors Report, reporting details of overdue debts as at 30 April 2024, and identifying those where the amount owing is over 90 days with total debt exceeding \$10,000.

**REPORT**

This report provides the Audit and Risk Committee the following information in relation to overdue debtors:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year;
- All records of the used of delegated authority, to waive or write off debts valued at \$1,000 or above;
- A confidential report containing the individual debtor information in relation to the outstanding debts exceeding 90 days with a combined value of debt, by debtor, exceeding \$10,000; and
- The Debtor Day Ratio, being the average number of days taken for the City to receive payment from its customers for invoices issued to them.

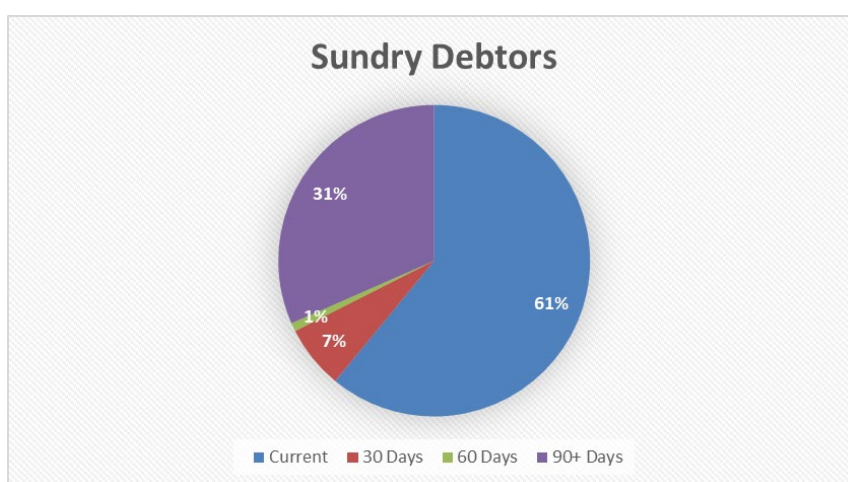
Confidential Attachment 1 sets out the names of debtors and specific details of relevant debt, which are redacted within this report to protect the City’s legal rights and recognise commercial sensitivity.

**Debts Outstanding**

The total debts outstanding as at 30 April 2024 was \$5,101,502. A breakdown of aged debt for the current period compared to prior period is tabled below.

Period Ending	Current	30 Days	60 Days	90+ Days	Total
July 23 - Apr 24	61%	7%	1%	32%	100%
	\$ 3,109,621.26	\$ 336,278.70	\$ 44,587.95	\$1,611,013.88	\$ 5,101,501.79
July 22 - Apr 23	76%	4%	1%	19%	100%
	\$ 4,917,998.51	\$ 231,484.04	\$ 86,112.97	\$1,216,275.89	\$ 6,451,871.41
Period Ending	Current	30 Days	60 Days	90+ Days	Total
Apr-24	61%	7%	1%	32%	100%
	\$ 3,109,621.26	\$ 336,278.70	\$ 44,587.95	\$1,611,013.88	\$ 5,101,501.79
Jun-23	75%	8%	1%	16%	100%
	\$ 6,726,268.95	\$ 742,044.94	\$ 51,507.27	\$1,413,726.07	\$ 8,933,547.23

The graph below shows the aged debt balances as at 30 April 2024.



Compared to the amount of debt outstanding at 30 April 2023:

- The total value of debts has decreased to \$5,101,502 from \$6,451,871; Total outstanding debt over 90 days has increased to \$1,611,014 at the end of 30 April 2024 from previous reporting period of \$1,216,276; and
- The number of overdue debtors over 90 days, and above the total debt reporting threshold of \$10,000, has increased from 10 to 17.

The City, as directed by the CEO, intends to commence legal proceedings and/or collection actions against Debtor B to collect on the outstanding debt of \$182,004.47. Meetings have been held between both parties and Debtor B has refused to pay the 2023/24 new fees and charges rate approved by council at the 22 May 2023 Ordinary Council Meeting and has continued to pay the 2022/23 rate on all invoices sent to them up prior to February 2024. Invoices raised in March, April and May remain unpaid, with their last payment made on the 26<sup>th</sup> of March 2024 of \$7,453.68.

The City continues to engage a third-party collection agency to assist with the collection of debt from Debtor C (\$63,400.45) and Debtor D (\$32,136.14) as attempts to recover the debts internally have been unsuccessful. Internal recovery action consisted of reminder letters, phone calls with promises to review for payment, and letters of demand, prior to engaging the agency. Current advice from the agent is that collection actions are still ongoing for both debts.

In addition, the City has been actively pursuing a debt owed by Debtor R currently totalling \$2,552.76, which is under the limit of \$10,000. The City has been in active

debt recovery on an ongoing basis with this Debtor for seasonal bookings. Recovery actions have included multiple mutually agreed upon payment plans which have not been adhered to, requests for payment via phone call and letters of demand. The last payment made by Debtor R was for \$2,474.63 on the 20<sup>th</sup> of February 2024. The City, as directed by the CEO, intends to commence external collection action and suspend this debtor from booking City facilities until the debt is paid and will require all future facility bookings to be paid in advance. This is not usual procedure for the booking of City facilities, but as this debtor uses facilities on a regular basis without settling their account it is deemed appropriate impose this condition on their current and future bookings.

### ***Debts Written Off***

The 30 June 2023 financial statements include a bad debt provision of \$220,882.03 based on Expected Credit Loss (ECL) calculation.

A debt of \$13,432.80 has been incurred by Debtor G relating to an October 2022 invoice. This commercial lease was taken over by a commercial leasing agent from Debtor G, another commercial leasing agent, in Nov 2022 and neither party is assisting further with the recovery of this debt from last financial year, despite multiple attempts. It is recommended to write this outstanding amount off including calculated interest of \$79.82 incurred in May 24, totaling \$13,512.62. This amount is above the CEO's delegation to write off, being a general debt of over \$5,000.

### ***Debtor Day Ratio***

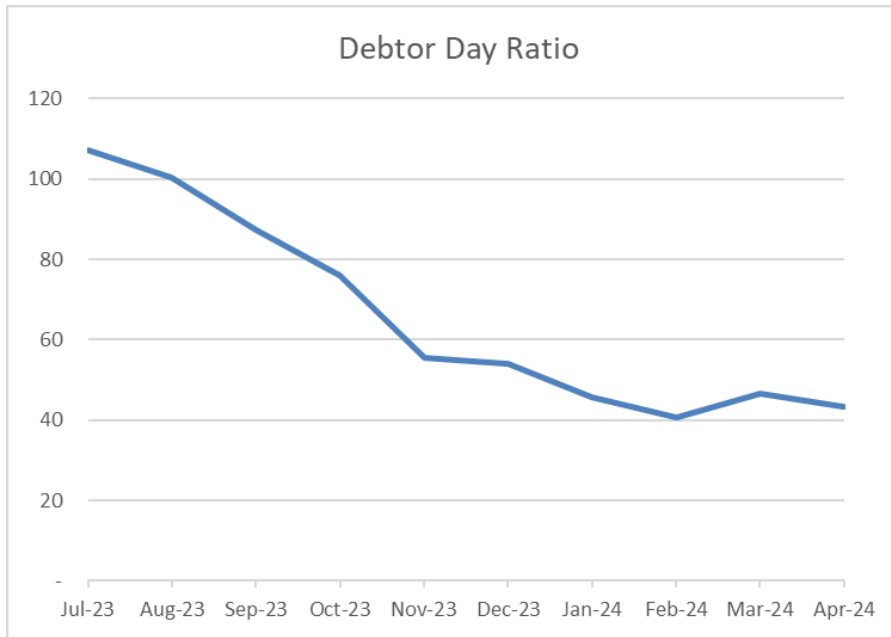
The Debtor day ratio measures how quickly cash is being collected from debtors.

The longer it takes for an organisation to collect, the greater the number of debtor days.

The calculation of the ratio considers the total amount outstanding at the end of the period divided by the total amount invoiced to that period for the financial year. This is then multiplied by the total number of days from 1 July to the end of the period.

As at 30 April 2024, the Debtor Day Ratio was 43.37, a decrease from the July 23 ratio of 107.22.

The graph belows shows debtor days for the current financial year.



**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

Section 6.12 (1) ( c) of the *Local Government Act 1995* provides authority for Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the *Local Government Act 1995* the following delegated authority applies:

The CEO has delegated authority under the Chief Executive Officer Delegation Register to write-off rate debts under \$5,000 and sundry debtor’s debts under \$25,000. Any amount above this must be referred to Council for a determination.

**POLICY IMPLICATIONS**

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

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CAPABLE: We will have the resources to contribute to our community and economy.



**OFFICER RECOMMENDATION**

That Council:

1. Receive the Overdue Debtors Report, reporting details of overdue debts as at 30 April 2024, and note the status of various overdue debts owed to the City;
2. Approve the write-off of debt incurred by Debtor G of \$13,512.62; and
3. Endorse the CEO's intended actions in relations to Debtor B, and Debtor R.

**14.2.4 Reserves at 30 June 2024**

<b>Responsible Officer:</b>	Xandra Curnock Executive Manager Finance
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Executive Strategic
<b>Attachments:</b>	1. CONFIDENTIAL - Reserves 2024 [7.1.4.1 - 1 page]

**SUMMARY STATEMENT**

The report has been prepared to provide the Audit and Risk Committee and Council with an update of the estimated closing position of cash backed reserves based on actual activities during the 2024 financial year.

**REPORT**

The estimated closing cash back reserve position is noted below within the attachment, Cash Backed Reserves. This shows an estimate closing reserve cash position of \$36,366,360. This is \$16,459,942 higher when compared to an original budgeted closing position of \$19,906,418.

The main reason for this increase in closing cash being a reduction in capital spend during the FY2024 year. One being the Golf Course Resort coming in at \$9.5m less than budget due to delays, partially offset by a (\$3.0m) contribution to the Basketball Association, leaving the Future Projects Reserve \$6.5m higher than originally budgeted.

Oasis reserve is \$3.3m higher than budgeted wholly due to saving in reduced building works capital spend.

The closing position of the Sewerage reserve is \$3.1m higher than budgeted due to delays in Sewer renewal works of \$2.5m, and increased depreciation on budgeted estimations of \$0.6m.

Aerodrome reserve is \$1.4m higher than budgeted due to less capex spend during the financial year than budgeted.

Plant reserve is \$1.1m higher due to lower than budgeted capex spend.

The Town Hall reserve is \$0.3m higher due to delay in works on the air conditioning within Kalgoorlie Town Hall.

The Leave reserve is \$0.3m higher due to a proposed transfer to this reserve to account for the increase in the long service leave provision.

Cash back reserves are linked to specific projects or commitments. These are noted within the below table.

	<b>Name of reserve account</b>	<b>Purpose of the reserve account</b>
	<b>Restricted by legislation/ agreement</b>	
(a)	Public Open Space Reserve	To comply with Planning and Development Act, section 154.

	<b>Name of reserve account</b>	<b>Purpose of the reserve account</b>
	<b>Restricted by council</b>	
(b)	Leave Reserve	To fund payments to staff for accrued leave and / or budgeted leave.
(c)	Plant Reserve	To fund the City's ten year (10) Plant Replacement Program.
(d)	Building Reserve	To fund building projects and major structural repairs to existing assets.
(e)	Computer Facilities Reserve	To fund Information Technology projects.
(f)	Sewerage Construction Reserve	To provide for the ongoing construction and future replacement of sewerage lines and any other relevant initiatives.
(g)	Recreation Reserve	To be utilised for future reserves, ovals, or any other recreational projects Council deems necessary.
(h)	Parking Facilities Reserve	To provide for the future parking needs of the City.
(i)	Oasis Reserve	To improve the Goldfields Oasis.
(j)	Aerodrome Reserve	To facilitate the replacement of assets to subsidise operations, items not included in the Airport Movement Reserve.
(k)	Valuations Equalisation Reserve	To provide for revaluation expenses, every four (4) years.
(l)	Insurance Equalisation Reserve	To provide for any Workers Compensation expenses.
(m)	Town Halls Refurbishment Reserve	To provide for future maintenance, refurbishment, heritage development of the Kalgoorlie and Boulder Town Halls.
(n)	Waste Initiatives Reserve	To develop and introduce alternatives or modified waste collection treatment and disposal options.
(o)	Airport and City Promotions Reserve	To promote the City of Kalgoorlie-Boulder and the Kalgoorlie-Boulder Airport.
(p)	Future Projects Reserve	To fund future projects that Council supports as a desired outcome for the overall Community.

The attachment within this report accounts for estimated interest to be received on reserve funds invested in term deposits. Interest is estimated to total \$978,100. Any interest received over and above this figure will be transferred to municipal funds.

## **COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CAPABLE: We will have the resources to contribute to our community and economy.

**COMMITTEE RECOMMENDATION**

That Council:

1. Notes the estimated reserve position; and
2. Authorise the CEO to make the proposed reserve transfers and interest components at 30 June 2024.

**14.2.5 Infringement Review 2024**

<b>Responsible Officer:</b>	Casey Radford Finance Manager
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Quarter 2 23-24 - Recommend FER Write Off Report [7.1.5.1 - 5 pages]</li> <li>2. CONFIDENTIAL - Quarter 3 23-24 - Recommend FER Write Off Report [7.1.5.2 - 4 pages]</li> </ol>

**SUMMARY STATEMENT**

This report is prepared to advise the Audit and Risk Committee and Council of the report received by the Fines Enforcement Registry (FER) regarding infringement cases that are not considered recoverable for the financial year to date.

**REPORT**

The FER prepares quarterly reports to the City outlining a list of cases that it has reviewed and considers unrecoverable. In most cases, if an infringement has been with the FER for four years and has not been able to be recovered in that time, it is listed as non-enforceable. Other reasons may include the death of an offender, or the offender has been incarcerated.

These reports are attached and are presented as information only. The relevant infringements will be removed from the City’s infringement management system on the advice of FER. They are not captured as debts in the City’s accounting system and therefore are not listed for write off by Council.

Over the next 6 months, City officers will conduct a review of the historical database that holds infringement information, with the intent to clean up the historical data to ensure only current and enforceable infringements are held in our systems. A report on this review will be provided to the Audit and Risk Committee on completion.

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CAPABLE: We will have the resources to contribute to our community and economy.

**COMMITTEE RECOMMENDATION**

That Council receive the list of infringements that are no longer recoverable as deemed by the Fines Enforcement Registry for the 23/24 year to date.

### 14.2.6 Risk Management

<b>Responsible Officer:</b>	Andrew Brien Chief Executive Officer Frances Liston Executive Manager Governance and Risk Services
<b>Responsible Business Unit:</b>	Office of the CEO Governance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Legislative
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Risk Management Framework [7.1.6.1 - 16 pages]</li> <li>2. Risk Management Policy [7.1.6.2 - 3 pages]</li> <li>3. Risk Management Procedure [7.1.6.3 - 15 pages]</li> <li>4. Risk Management Strategy [7.1.6.4 - 27 pages]</li> <li>5. Risk appetite statement [7.1.6.5 - 1 page]</li> <li>6. Risk Tolerance Position [7.1.6.6 - 3 pages]</li> <li>7. Risk register ( WIP) [7.1.6.7 - 7 pages]</li> </ol>

### SUMMARY STATEMENT

Council is asked to receive the update in relation to the City's risk management processes and adopt the amended Risk Management Policy and Risk Management Framework.

### REPORT

#### ***Status update***

The City has recently decided to change the software platform for organisation risk management and officers have been developing the following corporate documents:

1. Risk Management Framework;
2. Risk Management Strategy; and
3. Risk Management Procedure.

In recent years, the City has had challenges in respect of its administration of risk management including:

1. Lack of corporate documentation to support staff in their responsibilities; and
2. Risk management platform that was not broadly accessible for all staff.

The attached suite of documentation and the move to Pulse to manage enterprise risk have been critical developments for the City's administration team.

The Governance team have nearly completed the development of the risk management module in Pulse and anticipate this being launched for organisation use by the end of June at the latest.

The platform has been built with updated risk assessment content but will require all controls to be developed by business units and entered into the system by those units over the coming months. This will be supported by the Governance team. Once the risk register is updated entirely and controls are entered, the Pulse system enables different “tasks” in terms of implementation of controls to be delegated to officers who will then have systematic reminders to action, and report, on how they have completed those tasks to implement controls. The system also has a range of reporting capabilities to improve oversight of how risk is being managed.

The Governance team have had meetings with each of the City’s managers to start discussions on how risk will be managed moving forward with the requirements under the various documents attached and new software platform. The first step will be establishing “risk” as a standing item in monthly meetings within each business unit to ensure there is an open discussion which includes the views and feedback of all officers. As a first step, this will achieve a shift from senior management undertaking “desktop” reviews of the risk register and will be a shift towards all City employees understanding organisational risks and identifying and implementing controls.

### ***Risk Management Framework***

The Risk Management Framework is attached to this report (attachment 1).

This document sets out the broad framework under which risk is managed, including setting out risk principles and the broad risk management process of:

1. Assess risk through:
  - a. Identification;
  - b. Analysis;
  - c. Evaluation; and
  - d. Treatment;and
2. Manage risk through:
  - a. Communication and consultation;
  - b. Understanding scope, context and criteria;
  - c. Monitoring and review; and
  - d. Recording and reporting.

The framework establishes the criteria for assessment of risk (likelihood and consequence) and creates an updated risk matrix tool. It also defines criteria for evaluating the effectiveness of controls/treatments in mitigating risk.

Council is asked to adopt this document as it is a strategic corporate document.

### ***Risk Management Policy***

The Audit and Risk Committee is asked to adopt the updated Risk Management Policy (see attachment 2).

### ***Risk Management Procedure***

The draft Risk Management Procedure is attached for the information of the Audit and Risk Committee (attachment 3). This will be finalised once the development of



the software program has been completed to support all City officers in their risk management practices.

This is an internal operational document that will be endorsed by the Chief Executive Officer (CEO) and does not require endorsement or adoption by the Audit and Risk Committee or Council.

### ***Risk Management Strategy***

The draft Risk Management Strategy is attached for the information of the Audit and Risk Committee (attachment 4). There are three components of this document:

1. Action plan for rolling out a change in risk management practices and development of a more focussed risk management culture across the whole of the organisation;
2. Council's determination of its Risk Appetite and Risk Tolerance; and
3. Identification of focus areas needing specific risk management plans.

The Audit and Risk Committee is asked to note the proposed Risk Management Strategy which will be finalised and endorsed by the CEO.

Council's Risk Appetite Statement (see attachment 5) and Risk Tolerance Position (see attachment 6) will need to be determined by resolution of Council and will be discussed with Council at an upcoming workshop.

### ***Risk Register***

As part of the requirements to develop the Pulse risk management module the City's risk register content has been updated. These updates include:

1. Update of information including in particular expansion of information regarding "risk causes" and "risk consequences"; and
2. Addition of new risks.

This register is not yet complete but the excel version of that is provided as a work in progress (attachment 7) by way of information and update to the Committee. The Executive Leadership Team is currently working through updates to the initial, residual and target risk ratings as well as finalising the draft content. It is anticipated that the completed register will be provided at the September Audit and Risk Committee as a Pulse software report rather than spreadsheet.

### ***Next steps***

The next steps for the Governance team are as follows:

1. Complete the Pulse build and make that "live" (anticipated to be by end of June);
2. Finalise Risk Management Procedure with relevant "how to" guides for use of Pulse;
3. Distribute all finalised risk management documentation across organisation;
4. Attend business unit meetings over the next six months to assist with risk focussed discussions and ongoing data entry into Pulse; and
5. Develop Area Specific Risk Management Plans and work with relevant teams to incorporate relevant processes and templates.

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**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, noting that the City's Risk Management Policy will be amended as set out herein.

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

**COMMITTEE RECOMMENDATION**

That Council:

1. Receive the updates set out in this report;
2. Adopt the Risk Management Policy as attached to this report;
3. Adopt the Risk Management Framework; and
4. Note the draft Risk Management Procedure, draft Risk Management Strategy, Risk Appetite Statement, Risk Tolerance Position and draft Risk Register.

**14.2.7 LGIS Workplace Health and Safety audit - internal audit project update**

<b>Responsible Officer:</b>	Andrew Brien Chief Executive Officer Frances Liston Executive Manager Governance and Risk Services Paul Barrett Executive Manager People and Culture
<b>Responsible Business Unit:</b>	Office of the CEO Governance People & Culture
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	1. CONFIDENTIAL - LGIS Action Plan Audit Risk Committee update June 2023 [7.1.7.1 - 10 pages]

**SUMMARY STATEMENT**

Council is asked to receive this report which provides an update on the City’s progress in relation to its internal audit project relating to Workplace Health and Safety systems. This project is aligned with the audit being conducted by the City’s insurer, the Local Government Insurance Scheme (LGIS).

**REPORT**

***Background***

On 15 March 2024 the Audit and Risk Committee endorsed a recommendation to Council (then endorsed by Council on 25 March 2024) as follows:

*That the Committee recommend that Council endorse:*

1. *The proposal to delay commencement of the 2023/24 internal audit plan projects (Trading Undertaking and Land Transaction Contract Review and Approval and Information Systems and Cyber Security); and*
2. *The development of an internal audit project plan for 2024/25 to include WHS Systems, Pool Inspection and Compliance and Asset Management Framework;*
3. *Request the CEO to obtain quotes for external review of the City’s contract management systems (with initial focus areas being the process for entry into contracts, record keeping, contract oversight and execution of contracts).*

In relation to Workplace Health and Safety systems, in March 2024 it was noted:

*The City's insurer, the Local Government Insurance Scheme (LGIS), intends to run a complimentary assessment of the City's WHS systems at no cost to the City.*

*This is an area that was already ear marked for internal review, and the opportunity to engage with LGIS in relation to this is welcomed. LGIS have met with People and Culture staff members and have allocated an assessor for the City.*

*The review by LGIS is anticipated to take place between 12 – 15 August 2024, and will include site visits, documentation review and interviews.*

*Once completed the LGIS will provide the City with recommendations and can assist with the development of an action plan if required.*

*This review will pick up processes and systems for employees as well as contractors.*

The purpose of this report is to provide an update in relation to the status of the City's internal audit project in relation Workplace Health and Safety systems, and next steps in relation to that.

### **Current status**

The LGIS "3 Steps to Safety audit" is a complimentary safety audit conducted once every three years. It is a structured approach designed to enhance workplace safety at the City. The audit follows a structured methodology aimed at evaluating the City of Kalgoorlie-Boulder's Work health and Safety (WHS) systems and processes. The audit comprises of several key steps:

1. Document Review;
2. Site Visits; and
3. Interviews

Once these steps have been completed, LGIS will provide a report to the City setting out findings and recommendations which will be developed into action items.

Attachment 1 provides an update on the City's preparation for the LGIS Audit, including action items that the City will continue to work through. The project is generally meeting expected milestones, with Site Visits and Interviews scheduled for August 2024.

### **COMMUNITY ENGAGEMENT CONSULTATION**

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

### **BUDGET IMPLICATIONS**

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

### **STATUTORY IMPLICATIONS**

There are no statutory implications arising from this report.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

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

### **COMMITTEE RECOMMENDATION**

That Council receive the update in relation to the City's internal audit project in relation to Workplace Health and Safety systems.

**14.2.8 Asset Management Framework - internal audit project update**

<b>Responsible Officer:</b>	Andrew Brien Chief Executive Officer Frances Liston Executive Manager Governance and Risk Services Lui Camporeale Director of Engineering
<b>Responsible Business Unit:</b>	Office of the CEO Governance Engineering
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	Nil

**SUMMARY STATEMENT**

Council is asked to receive this update on the City’s progress in relation to its internal audit project relating to the City’s Asset Management Framework.

**REPORT**

***Background***

On 15 March 2024 the Audit and Risk Committee endorsed a recommendation to Council (then endorsed by Council on 25 March 2024) as follows:

*That the Committee recommend that Council endorse:*

- 1. The proposal to delay commencement of the 2023/24 internal audit plan projects (Trading Undertaking and Land Transaction Contract Review and Approval and Information Systems and Cyber Security); and*
- 2. The development of an internal audit project plan for 2024/25 to include WHS Systems, Pool Inspection and Compliance and Asset Management Framework;*
- 3. Request the CEO to obtain quotes for external review of the City’s contract management systems (with initial focus areas being the process for entry into contracts, record keeping, contract oversight and execution of contracts).*

In relation to the Asset Management Framework project, in March 2024 it was noted:

*The City has recently employed a new Coordinator Asset Management who has a wealth of knowledge and experience in this space. City officers have been working on the development of an action plan for the preparation of a*

*new Asset Management Framework which has included prioritisation of assets, policy review and identification of system needs including an appropriate IT platform.*

*It is expected that this review will be more of an ongoing update to the Audit and Risk Committee as to the progress of this project, rather than an audit.*

The purpose of this report is to provide an update in relation to the status of the City's Asset Management Framework project, and next steps in relation to that.

### **Background and current status**

It has been some time since the City had dedicated asset management staff – the current Coordinator Asset Management (CAM) commenced his role in November 2023 with the team of predecessors having finished in about 2017. Since that time, individual officers had been tasked with asset management tasks with varying success. As a result, the CAM has identified several deficiencies in the City's asset management systems including in respect of resources, workflows and procedures, policies, consistency across the organisation and staff knowledge.

On 26 June 2023, Council adopted a Strategic Asset Management Plan as part of the Engineering document package, which has been utilised by the Engineering business unit and the CAM in work to date.

The City does not have a current Asset Management Framework or any other documentation that supports the organisation-wide management of City assets.

### **Purpose of Asset Management Framework**

An Asset Management Framework is a set of critical strategic documents that supports local government functions by supporting long term planning, management and sustainable service delivery. It provides consistency and clarity to utility systems, enabling the collection of valuable data to drive decision-making and empower utilities to maintain consistent, adequate service levels to meet consumer demand. The AMF consists of the following documents and systems:

- The City's Governance Framework document;
- The Asset Management Policy;
- The Strategic Assessment Management Plan; and
- All relevant policies and procedures that are related to assets (from procurement to maintenance to disposal).

The City's Asset Management Policy requires the following to be implemented:

- Consistent strategies across all departments of the City;
- Ensuring compliance with all legislative and regulatory requirements;
- Considering political, social and economic environments when employing asset management strategies;
- Ensuring asset planning and management has ongoing direct links to annual budgeting, long term financial planning and reporting processes;
- Making decisions for asset management based on service delivery needs, lifecycle of the asset, and assessment of the benefits and risks of the asset;
- Completing systematic and regular reviews of all assets and information reporting; and
- Ensuring Council members and staff with financial and asset responsibilities are appropriately briefed and trained in relevant financial management principles, practices and processes.

Asset management is an organisation's series of coordinated activities to realise the full value of assets in delivering service delivery objectives. It is an integrated process, bringing together skills, expertise, and activities of people, with information about a community's physical assets and finances, so that informed decisions can be made, supporting sustainable service delivery.

The framework should form part of the suite of integrated planning documentation and enterprise systems. It informs (in particular):

- Long Term Financial Plan;
- Workforce Plan;
- Corporate Business Plan;
- Determination of operational priorities; and
- CAPEX and OPEX budget.

The City's assets include:

- Infrastructure
  - Roads
  - Pathways (Footpath, Multi use, Cycle path)
  - Drainage (incl. Stormwater)
  - Laneways
  - Parking
  - Street Lighting
  - Parks, Gardens and Reserves
  - Sporting Facilities
- Waste Management
  - Sewerage
  - Effluent
  - Landfill
- Airport
- Golf Course
- Oasis
- Property
  - Land - Freehold
  - Land - vested in and under the control of the City
  - Buildings - Specialised
  - Buildings - not-specialised
  - Buildings - historical
- Plant & Equipment
  - Major Plant & Equipment
  - Light Vehicles
  - Other Plant & Equipment
  - Leased Major Plant & Equipment
  - Leased Light Vehicles
  - Leased Other Plant & Equipment
- Furniture & Equipment
  - Office furniture
  - Computers and IT equipment
  - Other Furniture and equipment
  - Leased Office furniture
  - Leased Computers and IT equipment
  - Leased Other Furniture and equipment



Each of the items within these categories must be identified, valued, a service level defined and have a determined plan and budget allocation for maintenance and inevitable renewal.

### ***Current identification of City assets***

Currently the City's assets are identified and valued in the City's finance operating system, aligned with the Finance department's requirements. It should be noted that the Finance department needs and use of this information differs historically from that of best Asset Management practices – this means that although the City has the benefit of financial information being available, it is not necessarily readily usable for the City's asset management activities. In addition, the finance system does not include information for any assets valued at less than \$5,000.

### ***Development of Asset Management Framework***

City officers will develop an Asset Management Framework for presentation to Council in due course, and a supporting internal Strategic Asset Management Plan.

The critical first steps to support the development of this framework are:

- Identify and implement an appropriate Enterprise Asset Management software program for all asset management purposes integrating and capturing all Asset Management related functions;
- Ensure sufficient allocation of staff and other resources to the Asset Management team;
- Streamline the currently used 25 asset classes to approximately 8 industry standard classes that are aligned with City needs (this will take some time to ensure alignment with current budget coding); and
- Ensure integrated planning documents are aligned with each other, and meet the needs of an Asset Management Framework (and bring to Council any identified amendments to any such corporate documents as may be required). (In particular, the Corporate Business Plan outlines delivery expectations for a number of projects that are not compatible with the current asset management strategy or priorities (including in relation to Civil Infrastructure (that is roads, pathways, drainage, laneways, parking, street lighting, parks, gardens & reserves, sporting facilities, sewerage, effluent, landfill, water conservation), Parks and Recreational Facilities (that would include Oasis), Golf Course and Heritage Buildings) and this be reviewed as part of the upcoming annual review of the Corporate Business Plan.)

Once these above actions have been progressed, and an Asset Management Framework has been developed, next steps will include:

- Assessment of organisational work flow to identify deficiencies or areas for improvement;
- Develop up-to-date and workable policies and procedure for organisation-wide operation; and
- Review whether the Asset Management team should be incorporated into any decision making for procurement in relation to acquisition of assets.

### ***Current focus areas***

Asset management is currently being approached at the City on an "as needs" basis. The first area that was reviewed by the asset management team was the golf course, being a project that was identified in the Corporate Business Plan and which

---

provides a good cross section of City assets to review. Roads and Footpaths have also been a priority focus area, and the next project area will be the Oasis.

In addition, the asset management team is also currently working with the IT department to identify software options. Once that decision has been made and procurement processes completed, focus will shift to also setting up the register within that application, which will include:

- Exportation of data from Finance system into Asset Management system; and
- As the register is built, develop asset management plans for each asset (preventative maintenance plan, renewal forecasting and collecting performance data to improve asset-focused decision making).

### **Next steps**

Once the strategic documents (Asset Management Framework and Asset Management Plan) have been developed and software development has been completed, individual management plans for particular focus areas will be developed.

City officers expect that realistically it will take between 5 – 7 years for the asset management system to be fully operational and reliable for management and strategic planning purposes. However, financial gains have already been achieved and are expected to improve as the Asset Management Framework matures within the City.

## **COMMUNITY ENGAGEMENT CONSULTATION**

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

## **BUDGET IMPLICATIONS**

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

## **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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

**CONNECTED:** We provide public spaces that facilitate a diverse range of activities and strengthen social bonds within the community.

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

---

CAPABLE: We will have the resources to contribute to our community and economy.

**COMMITTEE RECOMMENDATION**

That Council receive the update in relation to the City's Asset Management Framework project.

### 14.2.9 Swimming Pool and Safety Barriers Legislative Reform - internal audit project update

<b>Responsible Officer:</b>	Alex Wiese Director Development and Growth
<b>Responsible Business Unit:</b>	Development and Growth
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Review
<b>Attachments:</b>	1. Department of Energy, Mines, Industry Regulation and Safety Fact Sheet [7.1.9.1 - 6 pages]

#### SUMMARY STATEMENT

Council is asked to receive this report in relation to an update on the City's progress on the internal audit project relating to swimming pool barrier inspections and compliance matters, and to advise Council on the implications of the new *Building Amendment Regulations 2023*.

#### REPORT

##### ***Background***

##### State review

In 2018 the Department of Energy, Mines, Industry Regulations and Safety - Building and Energy (the Department) commenced a significant regulatory review of swimming pool barrier regulations in Western Australia (WA) in response to a report tabled in State Parliament by the Ombudsman Western Australia. The report "*Investigation into ways to prevent or reduce deaths of children by drowning*" was tabled in the WA State Parliament in 2017.

The review was finalised in April 2021 with the public release of the "*Swimming Pool and Safety Barrier Control – Decision Paper*", which in turn resulted in the publication of the *Building Amendment Regulations 2023* (the Regulations) which introduced new laws relating to requirements for private swimming pool safety barriers.

##### City of Kalgoorlie-Boulder

On 15 March 2024 the Audit and Risk Committee endorsed a recommendation to Council to undertake the following regarding swimming pool barrier compliance; the recommendations were endorsed by Council on 25 March 2024:

*That the Committee recommend that Council endorse:*

1. *The proposal to delay commencement of the 2023/24 internal audit plan projects (Trading Undertaking and Land Transaction Contract Review and Approval and Information Systems and Cyber Security); and*
2. *The development of an internal audit project plan for 2024/25 to include WHS Systems, Pool Inspection and Compliance and Asset Management Framework;*
3. *Request the CEO to obtain quotes for external review of the City's contract management systems (with initial focus areas being the process for entry into contracts, record keeping, contract oversight and execution of contracts).*

On the matter of pool inspections and compliance it was noted:

*Recent legislative changes combined with a number of years of staff challenges in relation to pool compliance have resulted in the City identifying pool compliance as an area for review.*

*More information about the proposed scope of this internal audit and timeframes for the same will be provided at the June Audit and Risk Committee meeting.*

The purpose of this report is to summarise the amendments to the Regulations; provide an update on the status of the City's internal audit project in relation to its pool inspections and compliance functions (and to outline the next steps for the project); and provide to Council statistics regarding pool and safety barrier inspections and compliance.

### **Officer comment**

#### *Building Amendment Regulations 2023*

The Regulations were published on 20 December 2023, however the bulk of the amendments commenced operation on 21 June 2024. The Regulation amendments are summarised in a Department of Energy, Mines, Industry Regulation and Safety fact sheet (Attachment 15.2.3.1).

The amendments that came into effect on 20 December 2023 include:

- Amending the definition of 'private swimming pool' to put beyond doubt that spa-pools are specifically included in the definition and are subject to swimming pool and safety barrier regulatory requirements;
- Modifying the building standards to provide an alternative compliance pathway for boundary barriers;
- Aligning the technical compliance requirements applicable to swimming pool safety barriers with the Building Code of Australia;
- Amending the way compliance of safety barriers for new swimming pools is controlled;
- Clarifying authorised person provisions for contractors; and
- Clarifying the issuing and use of identity cards.

The amendments that will come into effect on 21 June 2024 include:

- Introducing mandatory re-inspection requirements for non-compliant safety barriers within a maximum timeframe of 60 days;
- Safety barriers for new pools must be inspected within 30 days of the City being notified or becoming aware of the construction of a new pool;

- Introducing an increased fee of up to \$312 for an initial inspection of swimming pool safety barriers for new pools, and any required re-inspections;
- Clarifying owner and builder responsibilities for safety barriers;
- Clarifying the responsibilities of the builder during the construction stage of the private swimming pool;
- Modifying building permit exemptions;
- Introducing a mandatory requirement for Local Government Authorities to provide data annually to the Building Commissioner on the progress of their four-yearly safety barrier inspection program.

The data to be reported is unchanged from the voluntary arrangements, being:

- The total number of swimming pools located in the district that are subject to the private swimming pool safety barrier requirements of Part 8 Division 2 of the Regulations;
- The number of swimming pools referred to above that were inspected during the preceding financial year; and
- The number of swimming pools that were not inspected within four years of a previous inspection at the end of the reporting period.

Project Status

The pool barrier inspection program statistics are as follows:



As of 1 July 2023, the City had 656 overdue pool barrier inspections. Since May 2023 the City has been achieving its target of inspecting an average minimum of 90 pool barriers per month. The City has completed 783 inspections since 1 July 2023 and is on track to have all outstanding pool barriers inspected by the end of 2024.

The City is working towards restructuring the inspection frequency so that pools are inspected on average every three years. Digital field inspection reporting has also been introduced, along with automated data entry, additional administrative support,

and after-hours inspections (by request), to mitigate the risk of the program not meeting legislative requirements.

### **COMMUNITY ENGAGEMENT CONSULTATION**

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

### **BUDGET IMPLICATIONS**

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

### **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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

SAFE: We support families and youth.

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

### **COMMITTEE RECOMMENDATION**

That Council receive the update on the *Building Amendment Regulations 2023*, and note the statistics on current pool barrier inspections, and the proposed improvements to the City's compliance inspection role.

**14.2.10 Integrity self-assessment**

<b>Responsible Officer:</b>	Andrew Brien Chief Executive Officer Frances Liston Executive Manager Governance and Risk Services
<b>Responsible Business Unit:</b>	Office of the CEO Governance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Review
<b>Attachments:</b>	1. Integrity Snapshot Tool [7.1.10.1 - 18 pages] 2. Integrity Framework [7.1.10.2 - 24 pages]

**SUMMARY STATEMENT**

Council is asked to receive and review the attached Integrity Snapshot Tool and note the actions taken and intended to be taken in relation to the City's integrity measures.

**REPORT*****Background***

In August 2021, the Audit and Risk Committee recommended that Council:

1. *Receive the Integrity Strategy for WA Public Authorities 2020-2023; and*
2. *Advise the CEO to complete the Integrity Snapshot Tool to help identify any areas for development or more focus that should be included in the City's Risk Register.*

The City considers the ongoing focus and improvement of its integrity is critical to:

1. Attracting and retaining high quality staff;
2. Building and retaining the trust of the Kalgoorlie-Boulder community; and
3. Achieving high standards of governance through transparency, consistency, accountability and fairness in its decision-making processes and actions.

The City is committed to continuous self-assessment and improvement in relation to its strategies for integrity in all of its functions.

***2023 and 2024 assessment***

In May 2023 and again in May 2024, the Chief Executive Officer (CEO) and Executive Manager Governance and Risk Services (EMGRS) undertook an assessment of the City's integrity systems and practices using the Public Sector Commission's Integrity Snapshot Tool. Attachment 1 shows both assessments for the sake of comparison, and identification of progress areas in the past twelve months.



Some actions that were implemented by City officers from June 2023 include:

1. Endorsement by the CEO of an organisational Integrity Framework (attachment 2);
2. Inclusion of “Integrity” as a agenda item for Executive Leadership Team meetings to discuss and consider compliance and integrity matters arising around the organisation;
3. Increasing the content provided to new starters during the initial induction and onboarding process to provide greater level of understanding about “what integrity means” and the City’s expectations in that regard;
4. Development of “Governance Induction Pack” which includes a number of handouts and materials regarding integrity, misconduct and other governance requirements and will be provided to new starters and existing staff; and
5. Development of posters for noticeboards in relation to integrity and misconduct.

Work is continuing to be done in relation to:

1. Expanding content provided or communicated with candidates for employment to include a greater focus on integrity matters during the recruitment process;
6. Introducing requirements for more detailed reference and background checks for candidates for employment;
7. Create operational guidelines to better define roles and responsibilities, systems and reporting mechanisms in relation to management of integrity issues, misconduct and serious misconduct;
8. Create “integrity” focussed content that can be used in staff newsletters, and on the staff intranet page; and
9. Develop and implement a program for internal training and “refreshers” on critical integrity documents and systems, including the Code of Conduct and policies and procedures for complaint handling.

The new Risk Management Framework, Risk Management Strategy (and action plan) and implementation of Pulse as a risk management tool will also improve the identification of integrity related risks, as well as embedding an improved risk management culture in relation to identification and implementation of controls to mitigate or prevent integrity risks.

## **COMMUNITY ENGAGEMENT CONSULTATION**

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

## **BUDGET IMPLICATIONS**

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

## **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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

EMPOWERED: We are utilising diverse points of view to inform decision making and actions taken for the City.

**COMMITTEE RECOMMENDATION**

That Council:

1. Endorse the attached Integrity Snapshot Tool;
2. Note the outcomes and actions set out in this report; and
3. Request the CEO to undertake a further self-assessment of the City's integrity systems in approximately 12 months, with a view to providing an update to the Audit and Risk Committee in or about June 2025.

**14.2.11 ICT Compliance Update**

<b>Responsible Officer:</b>	Glenda Abraham Director of Corporate and Commercial
<b>Responsible Business Unit:</b>	Corporate and Commercial
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Attachments:</b>	1. CONFIDENTIAL - ICT attachment [7.1.11.1 - 1 page]

**SUMMARY STATEMENT**

Council is asked to note the work being conducted by the City in relation to Cybersecurity and progress to achieve Maturity Level One of the Essential Eight in line with Office of the Auditor General (OAG).

**REPORT**

***Background***

The Essential Eight is a set of cybersecurity mitigation strategies recommended by the Australian Cyber Security Centre (ACSC), developed by Australian Signals Directorate's (ASD) and required by the WA Government Cyber Security Policy to protect against various cyber threats. There are four maturity levels:

- Maturity Level Zero: Limited alignment with the intent of the mitigation strategy,
- Maturity Level One: Partly aligned with the intent of the mitigation strategy,
- Maturity Level Two: Mostly aligned with the intent of the mitigation strategy, and
- Maturity Level Three: Fully aligned with the intent of the mitigation strategy

The City has a robust project plan which will achieve Maturity Level One by December 2024 and will be complimented through an audit on maturity level qualification by the Office of the Auditor General.

***Risk Register***

As part of the Essential Eight project, the Information and Communication Technology (ICT) team have developed a draft interim Risk Framework and Risk Management Policy in relation to IT focussed risk and risk management. This will assist in meeting the Maturity Level One criterion by end of calendar year. This work will be reviewed and finalised before migrating into the Corporate Risk Register and utilise the Pulse Risk Management System to support the new corporate risk posture.

***Policies and Procedures***

A comprehensive review of the ICT Policies and procedures has been conducted, this review highlighted several areas for improvement, including:

- Consolidation of various internal policies,
- Establishing an overarching governing policy, followed by detailed procedures that align with relevant OAG standards,
- Policies and procedures requiring legal compliance with applicable local, state, and federal legislation need a formal program to be identified and updated accordingly,
- Improved stakeholder engagement to gather information and feedback by all users within the City and accommodating nuisances within the policies, systems and frameworks,
- Implementing training sessions and awareness programs to educate staff about the new policies and procedures, ensuring they understand their roles and responsibilities,
- Continuous improvement via ongoing review and improvement of policies and procedures to adapt to new legal requirements and technological advancements, and
- Enhancing risk management processes to identify and mitigate potential compliance and security risks associated with IT usage.

**Cybersecurity**

The Office of the Australian Information Commissioner (OAIC) publish twice-yearly reports on notifications received under the Notifiable Data Breaches (NDB) scheme to track the leading sources of data breaches and highlight emerging issues and areas for regulated entities. OAIC data in December 2023 highlighted an uplift of 19% in reportable breaches on previous half year results, with 30% of total reportable breaches being human error.

To help mitigate human error, the City has integrated Cyber Security and Induction Training into the onboarding process for all new employees. A targeted monthly cycle for existing staff in testing their awareness of cybersecurity has been deployed through various City initiated phishing exercises. Below are the results of recent phishing campaigns and training outcomes:

MONTH	REACH	USER WHO CLICKED	USERS WHO REPORTED	REMARKS ON EXERCISE ACTIVITY	TRAINING COMPLETED
March	165	45 (27%)	12 (5.41%)	A simulated email notifying the end users to see if they could view a new website.	45 (100%)
April	232	20 (8.62%)	2 (0.86%)	An email encouraging users to click through an O365 notification and provide their CoKB Login Credentials which compromises network status	20 (100%)

In addition to education, the City has a robust system of defence, these have recently been upgraded to support the progress to Maturity Level One, including:

- Crowd Strike EDR (endpoint detection & response) - installed on all CKB computers (laptops and desktops) to detect malware,
- Microsoft Defender and Forcepoint email gateway - used to detect and quarantine suspicious or malicious emails,
- Firewalls are implemented at each site with internet access to prevent unauthorised access to and from the City’s IT infrastructure,
- Administrative rights are disabled for users to prevent unauthorised changes on endpoint devices, and
- Change requests - only authorised and approved changes are made to the IT systems.

The below table highlights the automated monitoring for Cybersecurity within the City’s network over the past three months:

MONTH	EMAILS RECEIVED	SPAM	PHISHING	VIRUS	OTHER
March	97,403	8433	341	44	266
April	90,404	9093	219	77	396
May	80,988	8,415	268	50	293

Notes: Other category includes system errors, masked attachment extensions, blocked attachments and Threat Seeker issues.

The project plan for achieving Maturity level One also includes the following enhancements to systems and processes:

- Intune project - for application control and application whitelisting,
- SIEM - for the collection, management, and triage of critical system logs,
- NDR (Network detection & response) - to detect network-related malicious activities,
- DLP (data loss prevention) - to detect and protect City data,
- URL defence - an additional layer of email protection to scan URLs in emails at the user end, and
- Vulnerability Management - to detect existing IT vulnerabilities in the City IT infrastructure.

**CCTV**

The City currently has 238 CCTV cameras in both public spaces and private facilities. An additional 15 CCTV cameras are scheduled for installation in the next two months (12 at Oasis and 3 Digger Daws Oval).

As at the 31 May 2024, the City has 224 active cameras, or 94% of the network operational. The 17 CCTV cameras reported offline were located within City facilities, all public space CCTV cameras are operational.

The average turnaround time to reinstate operational CCTV cameras is five weeks. The team are working on reducing this time through some of the actions noted in the CCTV network audit.

A recent audit of the CCTV network highlighted areas for improvement:

- Allocate a dedicated responsible person to actively monitor CCTV performance. The existing Asset Officer was identified as the most suitable role to monitor CCTV. The role scope has been aligned to actively monitor the network, escalate the offline CCTV cameras to third party vendor, and track work progress until online status reinstated;
- The need to define a suitable timeframe and incorporate a new Service Level Agreement with the third-party vendor on existing CCTV and Managed Service Contract to prioritise fixes on CCTV cameras. This is scheduled for July 2024;
- In May 2024 a ‘CCTV Awareness Program’ was launched within the City to ensure job critical staff are aware of their legal and internal regulatory requirements. Further generic training sessions are scheduled for the broader City staff in June 2024. This will be complemented by an annual refresher course aligning to any legislated changes; and

- Increase signage, provide appropriate verbal notification, and access to CCTV systems for role critical staff as part of the WA Surveillance Devices Act.

**Cybersecurity risks**

Confidential Attachment 1 outlines two recent cybersecurity incidents, which are confidential due to the sensitivity of both matters.

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

FUTURISTIC: We plan for the future proofing of our City by being a thinking and innovative society.

**COMMITTEE RECOMMENDATION**

That Council receive this report.

**14.2.12 Workplace Health and Safety**

<b>Responsible Officer:</b>	Andrew Brien Chief Executive Officer Paul Barrett Executive Manager People and Culture
<b>Responsible Business Unit:</b>	Office of the CEO People & Culture
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Review
<b>Attachments:</b>	1. WHS April 2024 Report [7.1.12.1 - 4 pages]

**SUMMARY STATEMENT**

Council is asked to receive the report in relation to the City’s Work Health and Safety incidents for April 2024.

**REPORT**

***Background***

The City manages Work Health and Safety (WHS) through the following mechanisms:

1. The Work Health and Safety Co-ordinator, supported by the Officer Work Health and Safety, re part of the People and Culture team, who:
  - a. Provide, advice and guidance in relation to WHS, injury management and wellbeing initiatives;
  - b. Are responsible for the day-to-day delivery of the City’s 2024 WHS strategic plan (which currently has two key priorities: preparing for the LGIS audit in August 2024 and building awareness within the City of a psychological safe work environment);
  - c. Manage open worker’s compensation claims, helping injured workers back to work, reducing lost time injury (LTI) and closing claims;
  - d. Manage the City’s Employee Assistance Programme (EAP), relationship with LGIS and insurance scheme funding, rehab providers, and manage the salary continuance scheme;
  - e. Oversee the operation of the Drugs and Alcohol procedure and testing of employees either for cause or randomly;
  - f. Ensure that a range of wellness initiatives are delivered throughout the year (such as flu jabs, skin cancer checks, health assessments, exercise physiology, and recognising relevant health and well being related national events. eg RUOK day);

- g. Facilitate all pre-employment medicals for new recruits reviewed by WHS (150 plus per year) and lodging of independent medical evaluations.
2. Work Health and Safety Committee, which consists of employee elected and management representatives from across the City. The Committee meets bimonthly and reviews WHS reports, the City's preparation for the LGIS Audit, WHS training requests, progress on the People at Work Project, workplace incidents and any matters raised by the Committee. An ongoing action list is reviewed and updated by the Committee as actions are completed.
3. Incident reporting through the Sky trust software platform, which allows individuals to directly report Work Health and Safety incidents and forms the data for WHS reporting. The WHS Co-ordinator follows up with employees that have lodged an incident report to assess whether ongoing support is required.
4. Ongoing training and education for all staff.
5. Providing adhoc advice and guidance on any emerging WHS issue and updates on any changes to WHS or workers compensation legislation.

Monthly, the People and Culture team provides a WHS Report to the Executive Leadership Team and management team. Through this reporting process, the People and Culture team identify:

1. Progress made on the WHS Strategic plan.
2. Provides insights on the incidents, hazards and inspections that have occurred over the last month.
3. Provides an update on any changes to WHS or workers compensation legislation (if appropriate).
4. Highlights any events in the next calendar quarter, including training activity.

The City intends to provide quarterly reports to the Audit and Risk Committee in relation to Work Health and Safety incidents, and related risk. This is the first of these monthly reports and contains relevant data for April 2024 although in future will present quarterly data.

### ***WHS Report for April 2024***

The WHS April 2024 Report (Attachment 1) is the City's Work Health and Safety report for the month of April 2024.

The majority of incidents for April were reported at the creche.

There is no identifiable trend to explain these incidents.

## **COMMUNITY ENGAGEMENT CONSULTATION**

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

## **BUDGET IMPLICATIONS**

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



**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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

**COMMITTEE RECOMMENDATION**

That Council receive the Work Health and Safety update set out in this report and April 2024 WHS Report.

## 15 REPORTS OF OFFICERS

### 15.1 Chief Executive Officer

#### 15.1.1 Statement of Financial Activity April 2024

<b>Responsible Officer:</b>	Casey Radford Finance Manager
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Legislative
<b>Attachments:</b>	1. Statement of Financial Activity April 2024 [15.1.1.1 - 30 pages]

#### SUMMARY STATEMENT

Council is asked to receive the completed Statement of Financial Activity for the period ending 30 April 2024 which is prepared in accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996* ("the Regulations").

#### REPORT

The Statement of Financial Activity was introduced by the Department of Local Government from 1 October 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 30 April 2024 operating income is over budget by 0.07% and operating expenditure is over budget by (1.78%), commentary is provided at nature and type 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.

#### Revenue from operating activities

Description	Comment	Variance \$	Variance %	Nature of Variance
General Rates		117,555	0.38%	Permanent

	Higher income due to back rates and interim rates adjustments.			
<b>Interest Revenue</b>	Interest received on investments has come in higher than budgeted with better interest rates being obtained.	158,453	6.31%	Permanent
<b>Other Revenue</b>	Higher than expected income from the sale of recycled items.	86,568	1.44%	Permanent
<b>Profit on Asset Disposals</b>	Profit on sale of plant, equipment and vehicles.	(270,482)	(73.10%)	Permanent

**Expenses from operating activities**

Description	Comment	Variance \$	Variance %	Nature of Variance
<b>Employee Costs</b>	Costs for salaries and wages were higher than budgeted year to date for public works overheads and road maintenance \$887k, health inspections \$162k, Oasis employee costs \$117k, economic development \$108k, Goldfields Arts Centre \$107k and customer service \$106k due to underbudgeted positions.	(1,477,924)	(5.93%)	Permanent
<b>Non-cash amounts excluded from operating activities</b>	Adjustments to Revenue and Expenses for depreciation, profit and loss on sale of assets and adjustments for provisions.	1,004,218	4.82%	Timing

**Inflows from Investing activities**

Description	Comment	Variance \$	Variance %	Nature of Variance
<b>Proceeds from capital grants, subsidies and contributions</b>	Delays to projects due to securing contractors and approvals. Mainly grants for sewerage projects (\$4m) which will not start until August 2024, roads to recovery and blackspot grant funding (\$695k), and the	(1,162,833)	(10.30%)	Timing

strategic land infrastructure grant (\$110k).

<b>Proceeds from disposal of assets</b>	Price received for assets sold or traded.	194,536	0.00%	Permanent
---	---	---------	-------	-----------

**Outflows from investing activities**

<b>Description</b>	<b>Comment</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Nature of Variance</b>
<b>Payment for property, plant and equipment</b>	Water bank project delayed to next year \$1.48M, youth precinct works \$563k, delays to completion of works at Kalgoorlie City Centre \$291k and Oasis building improvements \$291k.	2,865,212	19.15%	Permanent
<b>Payments for construction of Infrastructure</b>	Contractor delays for road resurfacing projects to be completed \$1.73M, sewer reticulation upgrades \$500k, delays to the recycled water pipeline and pump upgrades at the Racecourse dam \$300k, irrigation replacement program \$224k, and parks maintenance and construction \$142k	3,320,388	14.73%	Permanent
<b>Payments for investment property</b>	Delays to Endowment block renewal works and power upgrades \$71k due to negotiations ongoing with contractors for Demolition of old Coles/Kmart building and Heritage listing approval requirements.	70,068	60.93%	Permanent

**Inflows from financing activities**

<b>Description</b>	<b>Comment</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>Nature of Variance</b>
--------------------	----------------	--------------------	-------------------	---------------------------

<b>Transfer from Reserves</b>	Transfers will occur when funds invested are returned in June.	8,517,000	51.28%	Timing
-------------------------------	--	-----------	--------	--------

**Outflows from financing activities**

Description	Comment	Variance \$	Variance %	Nature of Variance
<b>Transfer to Reserves</b>	Transfers to reserves are more than budgeted due to higher than expected interest earned.	(450,278)	(3.67%)	Timing

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

The Statement of Financial Activity has been prepared in accordance with the requirements of the Local Government (Financial Management) Regulations.

**POLICY IMPLICATIONS**

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

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

CAPABLE: We will have the resources to contribute to our community and economy.

**OFFICER RECOMMENDATION**

That Council receive the Statement of Financial Activity for the period ending 30 April 2024.

**15.1.2 Accounts Payable Report - May 2024**

<b>Responsible Officer:</b>	Casey Radford Finance Manager
<b>Responsible Business Unit:</b>	Finance
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Legislative
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Municipal Store Card Payments - May 2024 [15.1.2.1 - 1 page]</li> <li>2. Municipal Cheque Payments - May 2024 [15.1.2.2 - 1 page]</li> <li>3. Municipal Credit Card Payments - May 2024 [15.1.2.3 - 6 pages]</li> <li>4. Municipal Direct Debit Payments - May 2024 [15.1.2.4 - 1 page]</li> <li>5. Municipal EFT Payments - May 2024 [15.1.2.5 - 29 pages]</li> <li>6. Municipal Fuel Card Payments - May 2024 [15.1.2.6 - 6 pages]</li> </ol>

**SUMMARY STATEMENT**

Council is asked 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), direct debit, debit card and credit card.

**REPORT**

Attached to this report are the lists of all cheque and EFT payments made during the month of May 2024 and a list of corporate credit card transactions by card holder of the same period totalling \$9,824,993.80

Municipal EFT	\$9,419,678.85
Municipal Cheque	\$423.92
Direct Debit	\$349,798.14
Credit Cards	\$40,532.53

Fuel Cards	\$14,045.05
Store Cards	\$515.31
Grand Total	\$9,824,993.80

**COMMUNITY ENGAGEMENT CONSULTATION**

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

**BUDGET IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

The Accounts Payable for the Month of May 2024 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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

CAPABLE: We will have the resources to contribute to our community and economy.

**OFFICER RECOMMENDATION**

That Council receive the list of payments totalling \$9,824,993.80 as presented for the month of May 2024.

## 15.2 Development and Growth

### 15.2.1 Excision of a portion of Lot 300 (No. 164) Dwyer Street, South Boulder 6430

<b>Responsible Business Unit:</b>	Development and Growth
<b>Disclosure of Interest:</b>	Nil
<b>Application Number:</b>	N/A
<b>Owner's Name:</b>	State of Western Australia
<b>Applicant's Name:</b>	BBM Group
<b>Development Value:</b>	N/A
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Quasi-Judicial
<b>Attachments:</b>	Nil

#### SUMMARY STATEMENT

Council is asked to support a request by BBM Group (the agent for Amplitel Pty Ltd) for the excision of 120m<sup>2</sup> of land from Reserve 9500, Lot 300 (No.164) Dwyer Street, South Boulder 6432 (the site).

#### REPORT

##### *Background*

Reserve 9500, Lot 300 Dwyer Street is under a management order to the City of Kalgoorlie-Boulder for the purpose of "Park, Drainage and Recreation". The site to be excised is zoned 'Light Industry' in Local Planning Scheme No. 2.

The proposed new land parcel is required for the construction of a telecommunications facility by Amplitel Pty Ltd (Amplitel). The Department of Planning, Lands and Heritage (DPLH) has advised BBM Group that endorsement of Council is required to excise the land parcel from the reserve.

##### *Application Description and Details*

<b>Address:</b>	164 Dwyer Street, South Boulder, 6432
<b>Lot Size:</b>	51,212m <sup>2</sup> - Proposed Site Area of 120m <sup>2</sup>
<b>Zoning</b>	<b>LPS2:</b> 'Light Industry'
<b>Existing Land Use:</b>	Vacant Crown Land
<b>Proposed Land Use:</b>	Telecommunications Infrastructure
<b>Adjacent / Nearby Land Uses:</b>	Eastern Goldfields Regional Prison, light industry uses, public open space and recreation, residential and an Air Quality Monitoring Station.

##### *Details of the Proposal*



Amplitel proposes to lease the 120m<sup>2</sup> site from the State of Western Australia to facilitate the construction of telecommunication infrastructure. Given the current tenure of the land, the site is required to be excised from the reserve which then allows Amplitel to lodge a Crown land enquiry form with DPLH. BBM Group are the agents acting for Amplitel in this matter.

### **Description of the Site**

The site has a frontage to Vivian Street and is adjacent to an existing ambient air quality monitoring station managed and operated by the Department of Water and Environmental Regulation. The Eastern Goldfields Regional Prison is located on the opposite side of Vivian Street to the west, and directly opposite the site is a private works depot.

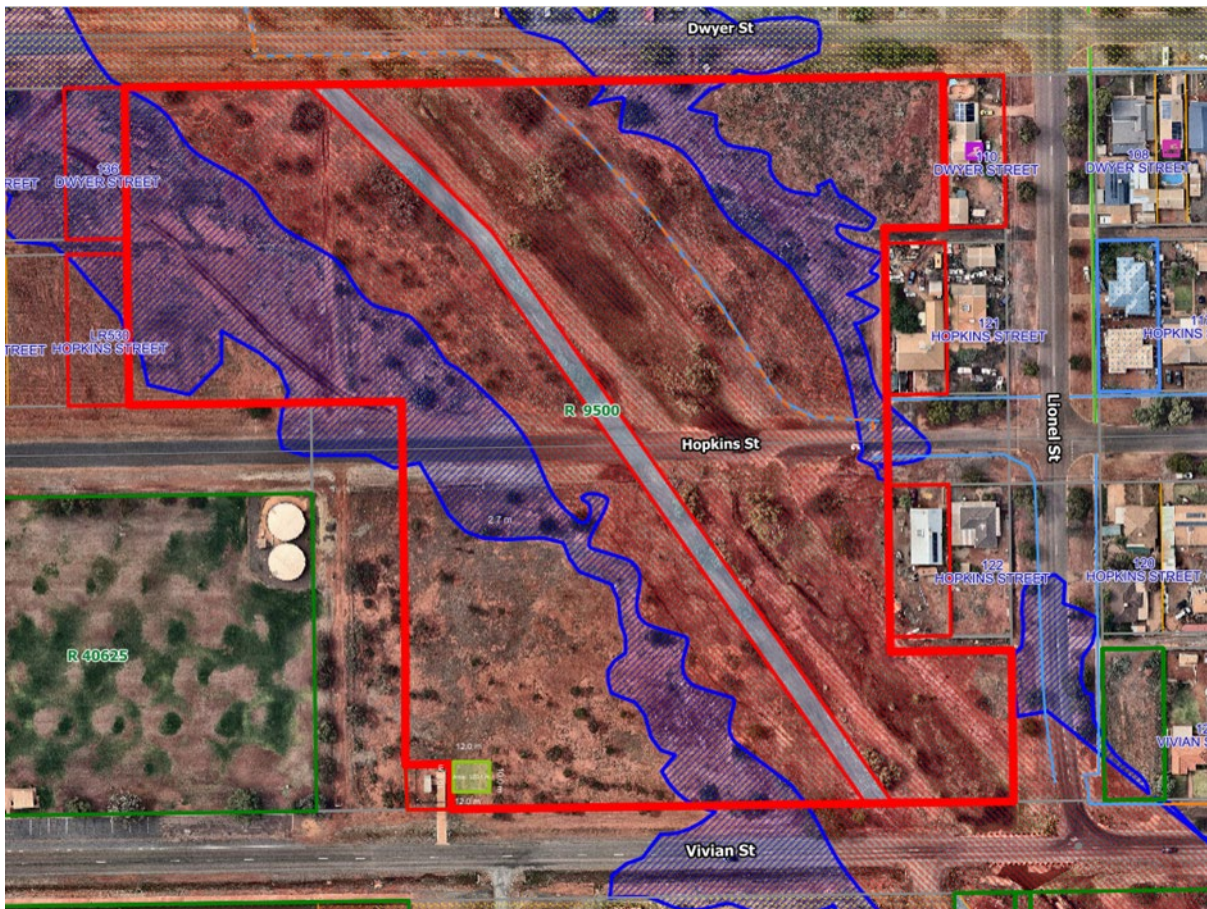


Figure 1: Site Map (site in green)

### **Site History/Previous Approvals**

As noted above a small portion of land was previously excised from the reserve for the purposes of an air quality monitoring. The site is managed by the Department of Water and Environmental Regulation.

### **Previous Relevant Decisions of Council**

On 22 June 2015 Council “Authorised the Chief Executive Officer to approve the excision of a portion of Reserve 9500 at no cost to the City for the purpose of an ambient air quality monitoring site”.

**Public Consultation**

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

**Consultation with Other Agencies**

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

**Conclusion**

Given the reserve size is over 51,000m<sup>2</sup> and that the proposed area to be excised is 120m<sup>2</sup>, it is considered the excision does not compromise the purpose or the function of the reserve. It is recommended that Council supports the request by BBM Group for the excising of the land for a proposed telecommunications facility.

**BUDGET IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

The actions recommended in this report are consistent with the requirements of the *Land Administration Act 1997* and the associated regulations.

A lease to Amplitel Pty Ltd will require the consent of the Minister and compliance with the *Local Government Act 1995*. The telecommunications proposal when lodged will need to be referred to Council for determination.

**POLICY IMPLICATIONS**

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

**COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CONNECTED: We provide public spaces that facilitate a diverse range of activities and strengthen social bonds within the community.

FUTURISTIC: We plan for the future proofing of our City by being a thinking and innovative society.

SUSTAINABLE: We advocate for the provision of land use.

**OFFICER RECOMMENDATION**

That Council authorise the Chief Executive Officer to endorse the excision of 120m<sup>2</sup> of land from Reserve 9500, Lot 300 (No.164) Dwyer Street, South Boulder to allow for a lease to be issued by the Department of Planning, Lands and Heritage to Amplitel Pty Ltd for the purposes of a telecommunications facility.

**15.2.2 Lake Douglas Class A Reserve**

<b>Responsible Officer:</b>	Alex Wiese Director Development and Growth
<b>Responsible Business Unit:</b>	Development and Growth
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Executive Strategic
<b>Attachments:</b>	1. CKB Class A reserves and Section 19 areas [15.2.2.1 - 10 pages]

**SUMMARY STATEMENT**

Council is asked to consider seeking additional protection for the Lake Douglas reserve to protect it from activity that would affect its primary purposes of recreation and conservation, and seek public feedback on whether greater protection should be considered for other Class A reserves and strategic areas within the City of Kalgoorlie-Boulder (the City).

**REPORT**

**Background**

Lake Douglas is one of six City reserves that have Class A status under Part 4 of the *Land Administration Act 1997* (the Act). Four of the Class A reserves are within the City’s town boundaries (including Karlkurla Park), and two are within the broader City local government area.

Previously reserves were created under Part III of the *Land Act 1933* or the *Land Act 1898*. The A classification is used solely to protect areas of high conservation or high community value. Maps showing the City’s Class A reserves and another strategic area are attached (Attachment 15.2.3.1).

The Class A classification affords the greatest degree of protection for reserves of Crown land created under the Act. However, this status does not prevent entities from applying to carry out work on or under a reserve, for example mining activities. Several existing applications for mining tenements that encroach onto the Lake Douglas reserve illustrate the potential for the integrity of the reserve areas to be threatened.

This report outlines the mechanisms that are available to apply for additional protection for land parcels (such as Class A reserves and other strategic areas), to protect them from the impacts of activity that could compromise their purpose, benefit to the community, and their ability to contribute to liveability, tourism, and cultural outcomes.

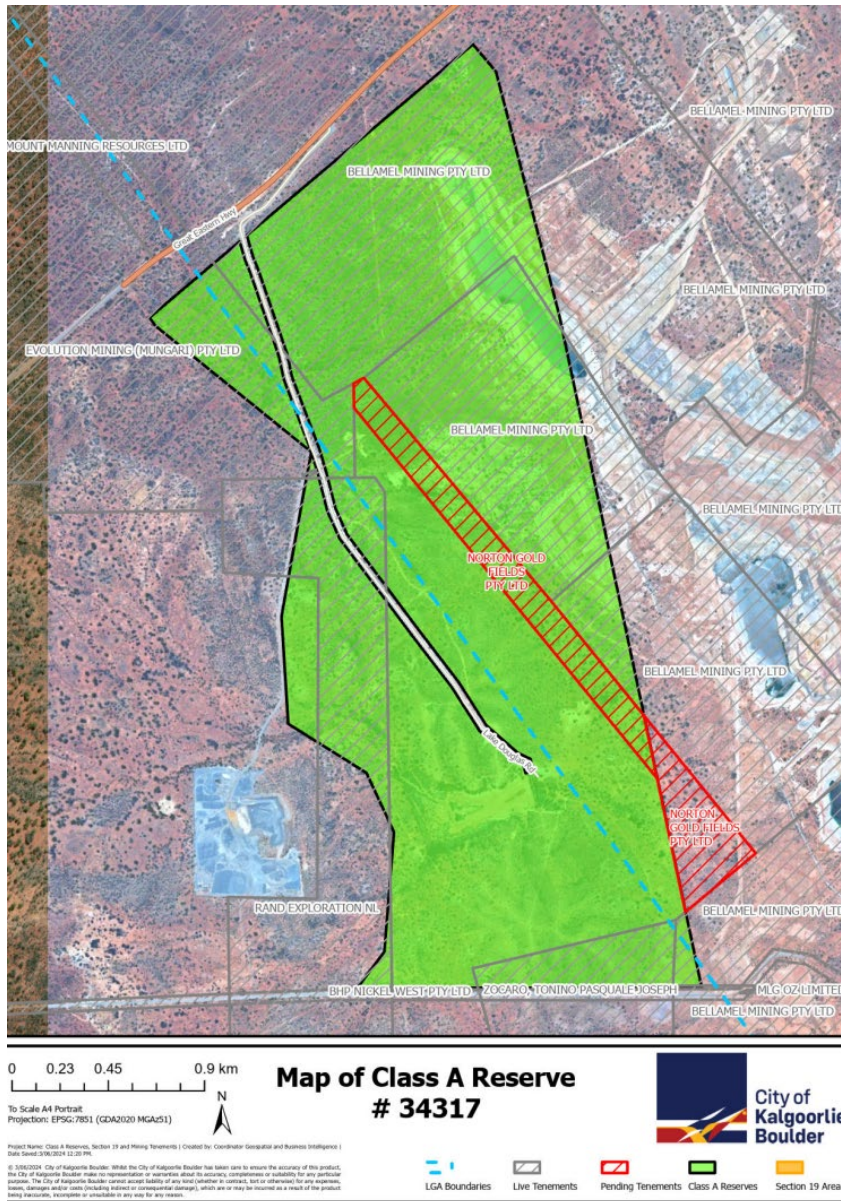


Figure 1. Lake Douglas reserve boundary.

**Officer Comment**

The City is seeing an increase in the number of applications for prospecting and other mining related activities within land parcels that have reserve status. The City is concerned that if these tenements are not objected to, and/or the City does not seek additional protection for such reserves, there will continue to be approvals made for mining related activities that will lead to disturbance of and damage to these reserves. It is the City’s observation that remediation is seldom done well after mining activities, and if it is undertaken, such works take a long time to reinstate the land to its previous natural condition and value.

Lake Douglas reserve

These concerns are best illustrated by current mining tenement applications that encroach onto the Lake Douglas reserve.

- P26/4703 applied for by Norton Gold Fields Pty Ltd (30ha) - inside Lake Douglas reserve (purpose: extract or disturb up to 500 tonnes of material).

- P26/4702 applied for by Norton Gold Fields Pty Ltd (18ha) - borders and is outside the Lake Douglas reserve (purpose: extract or disturb up to 500 tonnes of material).
- L15/412 applied for by Boulder Investments Group Pty Ltd (17ha) - inside Lake Douglas reserve (purpose: road, size ~16.87ha).
- M15/1885 applied for by Boulder Investments Group Pty Ltd (171ha) - borders and is outside the Lake Douglas reserve (purpose: mining operations).

It is noted that the Lake Douglas reserve falls within both the City of Kalgoorlie-Boulder and the Shire of Coolgardie jurisdiction. Applications P26/4703 and P26/4702 are within the City's local government area, and applications L15/412 and M15/1885 are within the Shire of Coolgardie local government area.

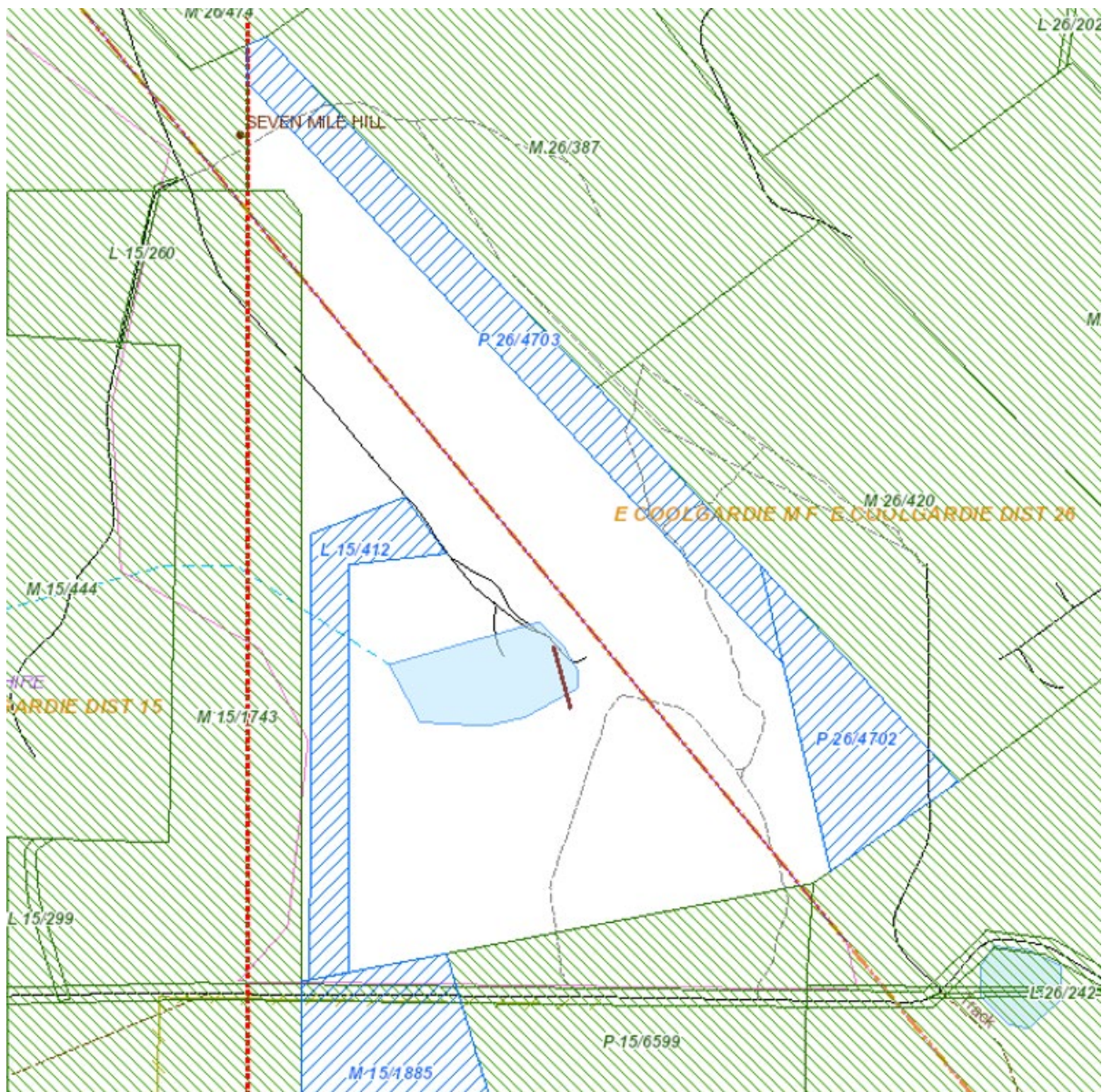


Figure 2.

The City has objected to application P26/4703 under the grounds of the extensive community and tourist recreational use of Lake Douglas, and identified that a strategic approach needs to be taken to ensure the protection of the reserve, in liaison with the Shire of Coolgardie. Correspondence between the P26/4703 tenement applicant (Norton Gold Fields Pty Ltd) and the City has taken place to discuss the potential impacts on the class A reserve. The City is currently in mediation with Norton Gold Fields Pty Ltd, who has indicated they will consider withdrawing the mining tenement applications if the City proceeds with a Section 19 application.

#### Mechanisms for protection

Notwithstanding the City's objection and the Warden's Court process, there are pathways through the *Mining Act 1978* (the Mining Act) that allow for additional protection of land parcels. Under Section 19 of the Mining Act, the Minister of Mines and Petroleum; Ports; Road Safety (the Minister) or his delegate may exempt any land (not being private land or land that is the subject of a mining tenement or a mining tenement application) from mining or any specified provisions of the Mining Act. A Section 19 exemption can only exist by Ministerial approval and Gazettal, and can never co-exist with private land or mining tenure. There is one Section 19 in existence within the City – a proposed 364.77ha strategic industrial area (for renewable energy projects or other industrial uses) near the Kalgoorlie Nickel Smelter.

In addition, under Section 111A of the Mining Act, the Minister may terminate an application for a mining tenement before the mining Registrar or the Warden has determined or made a recommendation in respect of an application; or refuse an application for a mining tenement.

A Section 19 exemption effectively extinguishes mining rights over a parcel of land. The exemption then needs to be later renewed as it expires at the end of the two-year period, unless it is extended for a period or periods (not exceeding two years at a time) by instrument in writing under the Minister's hand, published in the Government's gazette.

In the case of the Lake Douglas reserve, a Section 19 exemption could not be approved for the areas of land subject to the granted mining tenements until after those tenements expire. The City could, however, apply for a Section 19 exemption for the other parts of the Lake Douglas reserve that are not subject to granted mining tenements. It could also request that the Minister refuse the current mining tenement applications that relate to the Lake Douglas reserve.

#### Officer recommendation

City officers recommend that Council supports an application for a Section 19 exemption to strategically protect areas of the Lake Douglas reserve not already subject to approved mining tenements or licences; request that the Minister refuse the current mining tenement applications that relate to the Lake Douglas reserve; and, if the current mining tenement applications are refused, that Council then apply for a Section 19 exemption relating to those Lake Douglas reserve land parcels. In working towards this outcome, the City would liaise and collaborate with the Shire of Coolgardie.

The Lake Douglas reserve is highly important to the Kalgoorlie-Boulder, Coolgardie and Kambalda communities; a Section 19 exemption would identify and protect this land and clearly display in the State's TENGRAPH Web spatial enquiry and mapping system for mining tenements and petroleum titles that mining rights are extinguished. If Section 19 protection is not sought, it is expected that mining tenement applications over the Lake Douglas reserve will continue to be made.

As part of the Section 19 process, Council will need to present evidence of the need to protect the Lake Douglas reserve, which can include current and future adverse impacts.



Figures 3 and 4: Zoomed in and out images taken from the same location (a lookout camping area inside Lake Douglas reserve) of a nearby quarry in the Shire of Coolgardie that is outside of the reserve's western boundary.



### Current Presentation and Use of the Reserve

Lake Douglas is observed to be a clean-kept reserve; camping activities were clearly identified by officers including walking and bike trails extending from the main lake site. The existing vegetation blocked the existing mining activities from view.

City officers also recommend that Council should consider establishing its position on the protection of other strategic land parcels over which mining tenements or mining tenement applications exist, or for which mining tenement applications might be made. This includes the Kalgoorlie-Boulder Airport, Lot 505, Karlkurla Park, and Lake Perkollili. It is recommended that Council consult publicly to seek feedback on whether Section 19 protection should be sought for any other reserves or strategic areas.

City officers also recommend that Council makes a formal submission requesting that the process for renewing Section 19 exemptions be altered to extend the period for which an exemption is valid, reducing the frequency with which applications to renew the exemption need to be made.



Figure 5: Lake Douglas

### **COMMUNITY ENGAGEMENT CONSULTATION**

No community engagement or consultation has yet been undertaken, but consultation is recommended as an outcome of this report.

**BUDGET IMPLICATIONS**

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

**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 STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CONNECTED: Culture, heritage, and place are valued, shared, and celebrated.

SUSTAINABLE: We educate the community on the value and importance of natural areas and biodiversity, and encourage community involvement in caring for our natural environment.

EMPOWERED: We provide opportunities for genuine engagement with the community to inform the Council's decision-making.

**OFFICER RECOMMENDATION**

That Council:

1. Authorise the Chief Executive Officer to apply for a Section 19 exemption under the *Mining Act 1978* to strategically protect areas of the Lake Douglas reserve not subject to approved mining tenements or licences, and in doing so liaise with the Shire of Coolgardie;
2. Request that under Section 111A of the *Mining Act 1978* the Minister of Mines and Petroleum; Ports; Road Safety refuse pending mining tenement applications that relate to the Lake Douglas reserve, and that the Chief Executive Officer liaise with industry, including applicants with pending tenements.
3. Consult publicly to seek feedback on whether Section 19 protection should be sought for any other reserves or strategic areas within the City of Kalgoorlie-Boulder;
4. Note that the outcomes of the public consultation from recommendation three will return to Council in a future report; and
5. Make a formal submission to the Department of Energy, Mines, Industry Regulation and Safety requesting that the process for renewing Section 19 exemptions be altered to extend the period for which an exemption is valid from two to four years.

### 15.2.3 Change of Use to Depot, Motor Vehicle Repairs, Warehouse Storage Office, Caretaker Dwelling and Advertisement Advice

<b>Responsible Business Unit:</b>	Development and Growth
<b>Disclosure of Interest:</b>	Nil
<b>Application Number(s):</b>	P070/23 (Lot 541) P118/23 (Lots 540 & 541)
<b>Owner's Name:</b>	Elagh Hall Pty Ltd trading as Bare Trust for Locomotive 22 Pty Ltd Atf J & K Superannuation Fund (Lot 541) James Buchanan Locomotive 22 Pty Ltd (Lot 540)
<b>Applicant's Name:</b>	Building Certification Services Pty Ltd (P070/23) James Buchanan Locomotive 22 Pty Ltd (P118/23)
<b>Development Value:</b>	\$60,000 (P070/23) \$150,000 (P118/23)
<b>Voting Requirements:</b>	Simple
<b>Nature of Council's Role in Decision-Making:</b>	Quasi-Judicial
<b>Attachments:</b>	2. Change of Use Proposal - P 118 23 - 548-550 Hannan Street [ <b>15.2.3.1</b> - 10 pages] 3. Site Plan - P 070 23 550 Hannan Street [ <b>15.2.3.2</b> - 1 page]

#### SUMMARY STATEMENT

Council is asked to refuse two retrospective Development Applications, one being over Lot 540 (No. 548) and Lot 541 (No. 550) Hannan Street, Kalgoorlie and the other being over Lot 541 only. Summarising the two applications, they are for the development of a "container dome structure" for motor vehicle repair (workshop) use and associated storage; transport depot, office, caretaker's dwelling and signage. Taken in totality, the overarching use classification for both applications is considered to be 'Transport Depot', which is an 'X' (prohibited) use use in the relevant zone under Local Planning Scheme No. 2 (LPS2). In these circumstances, the decision powers are not delegated to the Chief Executive Officer, and a decision of Council is sought on the applications.

#### REPORT

##### *Background*

Lot 540 Hannan Street, Kalgoorlie was previously used for residential purposes and contains the original dwelling. In 2016 the City issued an approval for the operation of a depot limited to the parking of two commercial vehicles.

Lot 541 Hannan Street, Kalgoorlie was previously used for residential purposes, however the existing dwelling was demolished in 2022. It is around that time that the existing unapproved development commenced on the site.

### ***Application Description and Detail***

<b>Address:</b>	Lots 540 (No. 548) Hannan Street, Kalgoorlie, 6430 Lots 541 (No. 550) Hannan Street, Kalgoorlie, 6430	
<b>Lot Size:</b>	Each Lot – 1002m <sup>2</sup>	
<b>Zoning</b>	<b>LPS2:</b>	Mixed Use – R10/50
<b>Existing Land Use:</b>	Previous land use - Residential Current land use - Geological Drilling Vehicle and Equipment Depot	
<b>Proposed Land Use:</b>	Lot 540 - 'Motor Vehicle Repair', 'Warehouse/Storage' and 'Office' (P070/23) Lots 540 and 541 – 'Transport Depot' including associated 'office', 'Caretaker's Dwelling' and signage (P118/23)	
<b>Adjacent / Nearby Land Uses:</b>	Residential	

### ***Details of the Proposal***

Two Development Applications have been lodged with the City seeking retrospective approval for the following:

#### Overview of Application P118/23 relating to Lots 540 and 541 (Nos 548 and 550) Hannan Street

A proposed change of use application from residential use to 'Transport Depot' including the ancillary uses of office, caretaker's dwelling and signage to the Hannan Street frontage on Lots 540 and 541 as described below:

- Transport depot, including parking of drilling vehicles, equipment storage, mechanical works and office administration;
- The use of the existing dwelling for a caretaker's residence and office;
- The development of 17 car parking bays with access/egress from Hannan Street via the existing crossover adjacent to Lot 540;
- Proposed access to the rear right-of-way, however the application states that this is not necessary for day-to-day operations;
- Proposed hours of operation of 7:00am to 6:00pm Monday to Friday – the yard office is proposed to be closed on the weekend;
- One caretaker and up to eight staff members on site at any time with infrequent visits from service contractors;
- A maximum of eight commercial vehicles parked on the site at any time;
- Minor servicing, mechanical works and the inspection of commercial vehicles undertaken on-site; all major vehicle works and washing are outsourced off-site.
- Proposed landscaping adjacent to the front boundary of Lot 540 (5% of lot area);
- Proposed advertising sign/artwork along the front boundary of Lot 541 to screen the activities from the street; and

- A proposed new storage structure at the rear of Lot 540, however no other detail of this structure has been submitted.

#### Overview of Application P070/23 relating to Lot 541 (No. 550) Hannan Street only

This Development Application seeks retrospective approval for a shipping container dome structure (two shipping containers with a dome roof structure) currently used for storage and vehicle servicing Lot 541 Hannan Street as described below:

- Shipping container dome structure – 6.09m high, 12.19m wide by 12.19m deep, used as a workshop for repairs and inspection of commercial vehicles and equipment, with small office; and
- Associated sea-containers used for storage, on each side of the dome structure, and proposed firewalls along adjacent side boundaries.

#### **Description of the Site**

Lots 540 and 541 together form the depot site currently operated by Gyro Drilling; the site contains an existing dwelling used as a caretaker's residence, the dome structure and associated two shipping containers, shed structures adjacent to the dome structure, and linear building consistent with a workers accommodation donga proposed to be used for storage.

The site is located amongst predominately single houses and grouped dwellings with some light industry type activities on a small number of single residential properties; both lots back onto the established ROW running down the rear of lots fronting Hannan Street. Lot 540 has an existing vehicle crossover that is currently providing access to both lots. Virtually all undeveloped land within the site has been covered with hardstand material (gravelled).



Figure 1: Aerial view of the site

**Site History/Previous Approvals**

The City's records include the following applications:

Lot 540 (No. 548)			
Application No.	Date	Description	Outcome
P034/16	12/05/2016	Operation of a depot (two vehicles - truck and bobcat)	Approved
P073/23	21/06/2023	Commercial shed	Withdrawn
Lot 541 (No.550)			
Application No.	Date	Description	Outcome
27572	22/08/2022	Demolition	Approved

**Previous Relevant Decisions of Council**

There are no previous decisions of Council that are directly relevant to the proposal.

**Applicant's Submission**

The applicant's submissions are summarised below in addition to the above details of the applications.

- The operations headquarters were relocated to the site in 2021 and works were undertaken without approval as it was assumed the activity was lawful because of other similar businesses in the area operating without issues. Once informed of compliance matters, the owner has taken action to rectify the situation.
- Businesses affected by zoning changes under LPS2 should be assisted to regularise the land use.
- Depot is the predominant use and development over two lots requires a holistic assessment, and to address if a lot is disposed the development approval could be revoked or two separate applications be submitted.
- A low impact commercial operation in line with the intent of the zone and complementary to the streetscape.

**Public Consultation**

Public consultation was undertaken in the following manner:

**Requirement**

Schedule 2, part 8 cl.64 (4) of the *Planning and Development (Local Planning Schemes) Regulations 2015* states that a non-complex application is advertised by doing any or all of the following, as determined by the local government:

- Cl.64 (4)(a) in accordance with clause 87 public notice in the newspaper and website publishing.
- Cl.64 (4)(b) giving owners and occupiers in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval.
- Cl.64 (4)(c) erecting, in the manner approved by the commission, a sign or signs.

### Duration

Application P070/23 - 14 days, being from 29 June to 13 July 2023.

Application P118/23 - 14 days, being from 3 to 17 October 2023.

Advertising was undertaken prior to the adoption of the City's Local Planning Policy (LPP2) Advertising Planning Proposals on 18 December 2023; however, due regard was given to Schedule 2, part 8 cl. 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### Method

City officers determined that the notification of the proposal(s) to owners and occupiers of adjacent properties was sufficient to ascertain any potential concerns that neighbours may have regarding the proposed development and land use.

### Submissions Received

Two submissions were received resulting from the public consultation of Application P070/23, as follows:

1. Noise and bright lights coming from the development, and clarification sought on the zoning of the area;
2. Smell from used oil used at the development, and clarification sought on the disposal and storage of used oil.

No submissions were received from the public consultation of Application P118/23.

### **Consultation with Other Agencies**

The applications were referred to Main Roads WA (MRWA) for comment given the developments are adjacent to and/or have access onto the highway. MRWA advised that as application P070/23 is seeking retrospective approval for an existing structure and there is no impact on traffic, it has no comment regarding this proposal.

Regarding Application P118/23, MRWA advised that it will process the applicant's crossover application, and should the applicant wish to install further signage, an application for roadside signage with design drawings will need to be submitted to MRWA for review.

### **Assessment Considerations**

#### Zoning and Land Use Permissibility

Both lots are zoned 'Mixed Use' with a residential density coding of R10/50 under LPS2.

Assessment of Application P118/23 relating to Lots 540 and 541 (Nos 548 and 550) Hannan Street

The proposed use of "Depot" is considered to be consistent with the definition of 'Transport depot' contained within LPS2, which is an 'X' (prohibited) land use.

In LPS2 'Transport depot' is defined as:

*"Means premises used primarily for the parking or garaging of three (3) or more commercial vehicles including -*

- (1) Any ancillary maintenance or refueling of those vehicles; and*
-

- (2) *Any ancillary storage of goods brought to the premises by those vehicles; and*  
(3) *The transfer of goods or persons from one vehicle to another.”*

The proposed office, caretaker's dwelling and advertising signage being ancillary to the transport depot use are therefore also not permitted. Accordingly, this application cannot be approved.

Additionally, Clause 33 of LPS2 requires non-residential development to be of a form, bulk and scale compatible with surrounding land uses and the visual impact minimised by vegetation screening or tree retention. The development is not considered to meet these requirements, and the variation to the car parking, landscaping, building height and rear setback requirements exacerbate the visual impact on the amenity of the area.

As the proposed use is prohibited by LPS2 and cannot be approved, no further assessment of the proposal against other provisions of the Scheme is considered necessary.

#### Assessment of Application P070/23 relating to Lot 541 (No. 550) Hannan Street only

If taken in isolation, it could be argued that intended development under this application would be classified as 'Motor Vehicle Repair', 'Warehouse/Storage' and 'Office'. On that view, those use classes would be designated as "A" uses by LPS2 and thereby be capable of being approved subject to public notification, and consideration of any submissions received.

However it is the officers' assessment that the development proposed by Application P070//23 is being used, and is proposed to be used, inseparably from and integrated with, the Transport Depot that extends across Lots 540 and 541. Furthermore, the development and intended activities under Application P070/23 are ancillary or incidental to the Transport Depot use. Therefore from a use classification point of view, the development and use within Application P070/23 is to be classified as part of a Transport Depot and not as a distinct use or set of uses. The use is accordingly an 'X' or prohibited use and not legally capable of being approved.

Even if the use classification were to be regarded as 'Motor Vehicle Repair', 'Warehouse/Storage' and 'Office', the following assessment comments would be relevant.

The objectives for the 'Mixed Use' zone are as follows:

- To provide for a wide variety of land uses which are compatible with residential uses.
- To allow for development of a mix of varied but compatible land uses, such as housing, offices, showrooms, amusement centres, eating establishments and appropriate activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.

As the surrounding area is predominantly residential, any non-residential land uses must be compatible with the existing established residential use of the area, and not generate nuisances detrimental to the amenity of the area.

It is considered that the scale and nature of the activities conducted under Application P070/23 (motor vehicle repair, warehouse/storage and associated office development) is considered to be out of character with the surrounding residential land use, and that the scale and impact of the vehicle access/egress, on-site movements, parking, noise, and fumes associated with vehicle movement and



repairs is consistent with activities associated with an industrial land use; such impacts are considered to be unacceptable impacts on the expected amenity of surrounding residents. It should also be noted that the dome structure erected on the site for which approval is sought exceeds the maximum height permitted by LPS2.

### **Conclusion**

It is recognised that the workshop structure, if compliant with the maximum height restrictions of LPS2 (which it is not), and appropriately screened from Hannan Street, would have been legally capable of approval if it had been legitimate to regard it as a use in isolation from the rest of what is occurring and proposed to continue to occur on Lot 540 and the balance of Lot 541. This would have been on the proviso that the off-site impacts of the workshop use are adequately managed so as to not create nuisance impacts on neighbouring properties.

However, as demonstrated by the two retrospective Development Applications, the request for approval of different elements of the proposal in sum creates the operational components of a 'Transport depot' as defined by LPS2. On assessment, it is not considered that there is in true substance a functional segregation of the workshop from the Transport Depot which transcends both lots. The overarching land use classification for both development applications is 'Transport Depot'. As 'Transport depot' is an 'X' (prohibited) use in the 'Mixed Use' zone of LPS2, the applications are not capable of approval, and to do so would be ultra vires, that is, beyond power. Therefore, the applications must be refused

### **BUDGET IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **STATUTORY IMPLICATIONS**

If aggrieved by the decision of the Council or any development conditions applied, the applicant will have a right to appeal to the State Administrative Tribunal. A review must be lodged within 28 days of the decision being made by the City. An advice note to this effect will be included in the decision notice.

### **POLICY IMPLICATIONS**

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

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

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

---

CONNECTED: Culture, heritage, and place are valued, shared, and celebrated.

### **OFFICER RECOMMENDATION**

That Council:

1. Refuses retrospective Development Application P118/23 for change of use to depot and ancillary office, caretaker's dwelling and advertising signage at Lots 540 and 541 (Nos. 548 and 550) Hannan Street, Kalgoorlie, for the following reason:
  - a. The proposed use is properly classified as 'Transport Depot', which is an 'X' (prohibited) use in the Mixed Use Zone of Local Planning Scheme No. 2. The proposed components of office, caretaker's dwelling and advertising signage/artwork being ancillary to the transport depot use are therefore also not permitted.
  
2. Refuses retrospective Development Application P070/23 for a dome structure workshop consisting of two sea containers and a curved fabric roof, storage buildings and a transportable building at Lot 541 (No. 550) Hannan Street, Kalgoorlie, for the following reasons:
  - a. The development is properly classified as part of the 'Transport Depot' already operating on Lot 540 and the balance of the subject Lot 541, and as such is an 'X' (prohibited) use in the Mixed Use Zone of Local Planning Scheme No. 2.
  - b. In any event even if classified as an 'A' use or a set of separate uses capable of being approved within the zone, the following additional reasons apply.
  - c. The development is not consistent with the objectives of the Mixed Use Zone of Local Planning Scheme No. 2 as the land uses and structures are not compatible with surrounding residential uses of the area.
  - d. The development is not consistent with the requirements of Clause 33 of Local Planning Scheme No. 2 as the proposed non-residential development is not of a form, bulk and scale that is compatible with the surrounding residential land uses and the visual impact of the proposal is not minimised by vegetation screening or tree retention.
  - e. The development is considered to be detrimental to the amenity of the area.
  - f. The development does not comply with the car parking and landscaping requirements of Local Planning Scheme No. 2.
  - g. The development is inconsistent with the orderly and proper planning of the locality.

**15.2.4 Disposal of Asset - Reserve 31464, Lot 1094 (21B) Ward Street, Lamington**

<b>Responsible Officer:</b>	Alex Wiese Director Development and Growth
<b>Responsible Business Unit:</b>	Development and Growth
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple
<b>Nature of Council’s Role in Decision-Making:</b>	Legislative
<b>Attachments:</b>	1. CONFIDENTIAL - Valuation [15.2.4.1 - 29 pages]

**SUMMARY STATEMENT**

Council is asked to consider the disposal of property (by demolition) on Reserve 31464, Lot 1094 (21B) Ward Street, Lamington (the site) and a contribution in the form of the waiver of fees to support the construction of a a new facility by Full Circle Therapies Inc. on the site. The site and buildings are leased by the City of Kalgoorlie-Boulder (the City) to Full Circle Therapies for 21 years.

**REPORT**

Full Circle Therapies (FCT) has received \$2.8m in State Government funding to build a new facility in Kalgoorlie-Boulder and the City of Kalgoorlie-Boulder (the City) has been working alongside FCT since 2021 to support the project.

FCT is a not-for-profit registered charity organisation. It is a paediatric allied health therapy centre for all children, based in Kalgoorlie-Boulder. FCT provides a range of services including individual and group therapy, playgroups and parent workshops, and family support.

FCT offers paediatric allied health services provided by qualified allied health practitioners. They provide therapy programs consisting of occupational therapy, speech pathology and psychology, individualised to each child’s specific needs. Additionally, they have a team of therapy assistants who provide multi-disciplinary programs supervised by allied health practitioners. The organisation is run by a volunteer board. FCT relies on sponsors, donations and project grants to provide its services.

After extensive consideration and consultation, FCT has made the decision to redevelop and build a new facility on its existing site, located at Reserve 31464, Lot 1094 (21B) Ward Street, Lamington, for which they have a 21-year lease with the City. The new therapy centre is proposed to be located on the same footprint as the existing asbestos cement and iron clad building (the building), and therefore requires the old building to be demolished. The new build and demolition will be paid for by FCT.

To support the redevelopment FCT has requested the below contributions from the City:

- approval to demolish the building on the site (currently leased to FCT); and
- a financial contribution in the form of a fee waiver totalling \$26,822.75 (comprising of \$6,822.75 in planning fees and \$20,000 in tip fees).

The site and existing buildings are shown in Figure 1 below.



Figure 1.

The redevelopment involves the construction of a single-storey brick therapy centre with specialist allied health service facilities and a relocated nature-based play area. A development application for the redevelopment has been submitted to the City and will be subject to standard planning processes.

Officer Comment

The City must comply with section 3.58 of the *Local Government Act 1995* (the Act) for the disposal of property (including assets). The City has had the building proposed for demolition valued by a licensed valuer (refer to confidential attachment 1, dated 10 June 2024) to determine if the value exceeds the \$20,000 threshold in the Act for public advertising. The valuation returned a value of \$80,000, therefore the disposal will need to be publicly advertised. The building is shown in Figure 2 below.

Due to the age and asbestos cement construction of the building, it is not possible to relocate it, and the request for demolition is supported.



Fibrous cement/iron improvements\*  
Figure 2.

### **Conclusion**

The project supports the continuation and expansion of the important paediatric allied health services provided by FCT and is considered to be of significant benefit to the community.

The disposal of the existing building by demolition to support the redevelopment of the site by FCT is recommended due to the following reasons:

- a. The site is the subject of a Council decision to provide the property under a lease for a construction project where the assets are vital to the project proceeding, and it is related to a charitable organisation to facilitate charitable purposes; and
- b. The building has reached the end of its expected useful life and has been confirmed by an appropriate condition assessment as suitable for disposal.

It is further recommended that Council supports the requested financial contribution by approving the waiving of fees associated with the development application totalling \$6,822.75 and tip fees of up to \$20,000.

### **COMMUNITY ENGAGEMENT CONSULTATION**

Public consultation is to be undertaken in the following manner:

Requirement: Local public notice of the proposed disposition must be provided in accordance with the requirements of section 3.58 of the *Local Government Act 1995*.  
Duration: 14 days

## **BUDGET IMPLICATIONS**

The recommendations of this report will result in a written down loss of \$80,000 in the 2024/25 financial year from the demolition of the building.

## **STATUTORY IMPLICATIONS**

The City must comply with s3.58 of the *Local Government Act 1995*, and *Local Government (Functions and General) Regulations 1996* when disposing of property disposal. For the asset disposal outlined in this report, the requirements are:

- a. *Local public notice of the proposed disposition;*
  - i. *describing the property concerned; and*
  - ii. *giving details of the proposed disposition; and*
  - iii. *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than two weeks after the notice is first given; and*
- b. *Consideration of any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

## **POLICY IMPLICATIONS**

The request for the waiver of development application fees is in line with the City's Waiver of Planning Fees Policy (policy number LPP12), as the application relates to a development by a not-for-profit organisation and the development is for community and/or charitable purposes.

The City's Variance to Waste Disposal Fees Policy (policy number: DS:SWM-001) applies on the waiver of waste disposal (tip fees). The CEO's delegation is limited to waivers of tip fees for up to eight tonnes of waste. It is expected the volume of waste will exceed this amount, therefore Council approval is required.

## **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

SAFE: We support families and youth.

CONNECTED: We provide public spaces that facilitate a diverse range of activities and strengthen social bonds within the community.

SUSTAINABLE: We advocate for the provision of land use.

**OFFICER RECOMMENDATION**

That Council

1. Authorise the CEO to effect local public notice in accordance with s3.58 of the *Local Government Act 1995* for the disposal (demolition) of the asbestos cement and iron clad building on Reserve 31464, Lot 1094 (21B) Ward Street, Lamington for a period of 14 days;
2. Provided no substantive submissions are received, authorise the CEO to approve the disposal (demolition) of the asbestos cement and iron clad building on Reserve 31464, Lot 1094 (21B) Ward Street, Lamington; and
3. Endorse a financial contribution in the form of a fee waiver of up to \$26,822.75 to support the construction of a single-storey brick therapy centre with specialist paediatric allied health service facilities and a relocated nature-based play area on Reserve 31464, Lot 1094 (21B) Ward Street, Lamington by Full Circle Therapies.

## 15.3 Community Development

### 15.3.1 Kalgoorlie-Boulder Cemetery Board - Partnership Service Agreement

<b>Responsible Officer:</b>	Mia Hicks Director of Community Development
<b>Responsible Business Unit:</b>	Community Development
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachments:</b>	1. CONFIDENTIAL - Cemetery PSA [15.3.1.1 - 3 pages]

#### SUMMARY STATEMENT

Council is asked to consider a new three-year Partnership Service Agreement with the Kalgoorlie Boulder Cemetery Board.

#### Report

##### **Background**

At the Ordinary Meeting of Council on 26 June 2023, Council adopted the Partnership Service Agreement (PSA) Policy. The PSA Policy aims to foster strategic partnerships between the City of Kalgoorlie-Boulder (City) and community organisations through the provision of services that result in increased efficiencies, higher quality outcomes, and improved services for the community.

The PSA Policy necessitates the formalisation of partnerships through a Memorandum of Understanding (MOU) for project activities, ensuring clarity and commitment from all parties involved. Additionally, any financial sponsorship related to these partnerships is to be resolved through Council at an Ordinary Council Meeting.

##### **Details of the Partnership**

The Kalgoorlie Boulder Cemetery Board has provided operational and maintenance services for the Kalgoorlie cemetery to the City for decades.

The partnership between the City and the Cemetery Board has demonstrated value for money through the efficient provision of services. An evaluation of the services offered by the Cemetery Board was conducted by the Manager – Operations in compliance with the PSA Policy.

##### **Evaluation Findings**

The evaluation conducted by the Manager – Operations identified significant cost savings achieved through the partnership with Cemetery Board. The cost-effectiveness of the services provided enhances the City's ability to allocate resources efficiently and maximise benefits for the community.



The scope of works undertaken by the Cemetery Board includes, but is not limited to, funeral services including burials and cremation services, visitor services, maintenance and capital improvements to the Kalgoorlie and Boulder cemeteries including record-keeping.

The partnership between the City and the Kalgoorlie Boulder Cemetery Board serves as an example of how strategic collaborations can deliver quality services and optimise resource allocation for the benefit of the community.

Upon Council approval, the first biannual payment will be issued upon receipt of the necessary acquittal reports.

### **COMMUNITY ENGAGEMENT CONSULTATION**

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

### **BUDGET IMPLICATIONS**

Council endorsement of the new Partnership Service Agreement will result in the following expenditure commitment for the 2024/25, 2025/26 and 2026/27 financial years as follows:

<b>Financial Year</b>	<b>Amount</b>
2024/25	\$265,000
2025/26	\$265,00 plus Perth CPI at the December quarter of previous year
2026/27	2025/26 amount plus Perth CPI at the December quarter of previous year

### **STATUTORY IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

This partnership requires formalisation under the City of Kalgoorlie-Boulder’s Partnership Services Agreement Policy.

### **COMMUNITY STRATEGIC PLAN LINKS**

This report links to the Strategic Community Plan through the following Guiding Theme/s:

- CONNECTED: We will be connected to our history, culture and community.
- CONNECTED: Culture, heritage, and place are valued, shared, and celebrated.
- EMPOWERED: We ensure considered decision making based on collaborative, transparent and accountable leadership.

**OFFICER RECOMMENDATION**

That Council approve a three-year Partnership Service Agreement with the Kalgoorlie Boulder Cemetery Board to the value of \$265,000 (2024/25 FY), \$265,000 plus Perth CPI at the December quarter of previous year (2025/26 FY) and the total amount of the 2025/26 FY plus Perth CPI at the December quarter of previous year (2026/27).

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

Nil

## **17 CONFIDENTIAL ITEMS**

Nil

## **18 DATE OF NEXT MEETING**

The next Ordinary Council Meeting will be held on 22 July 2024.

## **19 CLOSURE**