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APPENDICES

- APPENDIX 9.1.1. Bush Fire Notice 2018/19**
- APPENDIX 9.2.1. Financial Report - November 2018**
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- APPENDIX 9.2.3. Investment Report – November 2018**
- APPENDIX 9.3.1. Draft Risk Management Policy**
- APPENDIX 9.3.2. Policy Manual**
- APPENDIX 9.3.3. Radio rebroadcasting quote**

AGENDA

1. Declaration of Opening and Announcement of Visitors
2. Public Question Time
 - a) Responses to Previous Public Questions taken on Notice
 - b) New Questions

3. Record of Attendance
 - a) Apologies and Leave of Absence Previously Approved

Cr Jim Quadrio	President
Cr Stacey Petterson	Deputy President
Cr Peter Grundy	
Cr Graham Harris	
Cr Lena Long	
Cr Caroline Thomas	
Cr Norma Ward	

In Attendance:

Colin Bastow	Chief Executive Officer
Warren Olsen	Deputy Chief Executive Officer
Angela Hoy	Executive Manager Technical Services
Katrina Boylan	Executive Assistant

b) Applications for Leave of Absence

c) Notations of Interest:

- i. Financial Interest Local Government Act Section 5.60A
- ii. Proximity Interest Local Government Act Section 5.60B
- iii. Interest Affecting Impartiality Shire of Wiluna Code of Conduct

4. Petitions and Deputations
5. Confirmation of Minutes of Previous Meeting
 - 5.1 That the Minutes of the Ordinary Meeting held on 28 November 2018 be accepted as a true record of the meeting.

Council Decision

MOVED CR

SECONDED CR

CARRIED ... /...

6. Status Report

Nil

7. Announcements by the person presiding without discussion**8. Matters for which meeting may be closed****9. Reports of Officers and Committees****9.1. Executive Manager Technical Services****9.1.1. Bush Fire Notice 2018/19**

Reporting Officer:	Angela Hoy – Executive Manager Technical Services
Date of Report:	6 December 2018
Date of Meeting:	19 December 2018
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to seek approval from Council to adopt the Fire Control Notice for the 2018/19 Bush Fire Season and for council to approve that the notice be publicly displayed and circulated to members of the community in the Shire of Wiluna.

Background

Every year the Shire of Wiluna notifies ratepayers and residents that there is a statutory requirement for the maintenance and installation of firebreaks within their property and that there are restricted and prohibited burning periods. The notice is given by way of displaying the notice around town; and inclusion in the monthly newsletter "The Wiluna Wire". Additionally a notice will be sent by post to all land owners/occupiers within the Shire.

Comment

The proposed Fire Control Notice is attached as Appendix 9.1.1. The Notice has been produced as the minimum standards and requirements of the *Bush Fire Act 1954*.

Consultation

Wade Bloffwitch, Chief Bush Fire Control Officer
David Hadden – Consultant EHO & Building Surveyor

Statutory Environment

Section 33 of the Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Compliance of Bush Fire Notice approved in 18/19 Budget

Strategic Implications

Green Wiluna – well managed and maintained buildings and facilities.

Healthy, Safe and Fun Wiluna –A healthy environment managed in accordance with best practice standards and regulatory controls

Voting Requirements SIMPLE MAJORITY***Officer Recommendation*****MOVED CR****SECONDED CR****Adopt the attached Fire Control Notice for the 2018-2019 Bush Fire Season****CARRIED.../...****9.2. Deputy Chief Executive Officer****9.2.1. Financial Activity Report – November 2018**

Reporting Officer:	Warren Olsen – Deputy CEO
Date of Report:	8 December 2018
Date of Meeting:	19 December 2018
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to present the financial activity report for the period ending 30 November 2018.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of Regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The financial reports, including the Statement of Financial Activity, for the period ended 30 November 2018 is attached to this agenda as Appendix 9.2.1.

Comment

The net current assets as at 30 November were \$13,854,657. The Statement of Financial Position details the composition of this surplus.

The “Rates Receivable” graph in Note 6 shows that rates are coming in much more promptly this year compared to last year. Approximately 83% of rates were collected by November – in 2017-2018 it took until April to reach the 82% collected point.

Note 6 also shows outstanding sundry debtors totalling \$977,147 which includes outstanding WANDDRA claims. Of the total, only \$8,966 falls into the more than 30 days overdue and more than 60 days overdue categories.

Of the \$265,357 owing in the more than 90 days overdue category, \$192,254 is accounted for by claims made to Main Roads WA for which we still await payment.

Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulations 34-35.

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Specific financial implications are outlined in the Statement of Financial Activity.

Strategic Implications

Effective governance and administration of Shire's services and prudent financial management underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

That the financial reports (including the Statement of Financial Activity) for the period ended 30 November 2018 be received and noted.

CARRIED.../...

9.2.2. Accounts Paid by Delegated Authority – November 2018

Reporting Officer: Warren Olsen – Deputy CEO
Date of Report: 8 December 2018
Date of Meeting: 19 December 2018
Disclosure of Interest: Nil

Purpose

The purpose of this report is to present the list of accounts paid by delegated authority of the Chief Executive Officer during November 2018.

Background

The list of accounts paid during the period 1 November to 30 November 2018 is attached to this agenda as Appendix 9.2.2.

Comment

Payments in November were approximately \$995,900 – down from total payments in October (about \$1,167,333). October was a bigger month due to bills from the “Back to Wiluna” event, and October having 3 payroll payments instead of the usual 2.

Consultation

Nil

Statutory Environment

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee’s name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Sub-regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 provides that such a list is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY**Officer Recommendation****MOVED CR****SECONDED CR**

That the list of accounts paid by authority for the period 1 November 2018 to 30 November 2018, totalling \$995,900.58, be received and noted.

CARRIED.../...**9.2.3. Financial Investments – November 2018**

Reporting Officer:	Warren Olsen – Deputy CEO
Date of Report:	3 December 2018
Date of Meeting:	19 December 2018
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to present to the Council information regarding the financial investments as at 30 November 2018.

Background

The Shire of Wiluna's policy no. 2.21 - Financial Investment Policy requires that a monthly report is to be presented to the Council "detailing the performance of all investments". Further, it requires that an investment register is to be maintained.

The investments of both reserve accounts and non-reserve municipal funds as at 30 November 2018 are presented as Appendix 9.2.3.

Comment

Reserve Account Funds: One term deposit from the Reserve Account investment pool matured during November paying interest of \$18,384. The Reserve Call Deposit Account has a low balance and paid interest of approximately \$14, bringing the total interest earned by the Reserve Account investment pool to approximately \$18,398.

This interest has been distributed among the reserve accounts (except for the unspent grants reserve account) proportionately to each reserve account's percentage of the reserve account investment pool.

The Reserve Account term deposits mostly for terms exceeding 120 days, enabling us to take advantage of higher yields while still ensuring a maturing investment every month.

Non-Reserve Municipal Funds: The funds are currently deposited in five "call deposit" accounts which yield higher interest than the normal chequing account, and in four term deposits.

With our flood damage repair works proceeding and some uncertainty over the timing of the receipt of WADDRA recoups, we have confined our non-reserve term deposits to shorter terms 30-day to 60-day range. This requires foregoing the higher

yields available on longer-term investments but makes the cash-flow projections easier (because they are shorter).

The exception is a term deposit of \$650,000 for a term of 120 days which is the proceeds of loan number 5 for the purpose of the Wotton Street revitalisation. It is anticipated that the construction phase of this project will not commence until February 2019, so the term of the investment has been matched to the liability.

During the month of November, our non-reserve call deposits earned interest totalling about \$4,194.

Four non-reserve call deposits matured during the month paying combined interest of approximately \$5,398, bringing the total interest earned on non-reserve municipal funds for the month of November to approximately \$9,591.80.

Total non-reserve municipal fund investments as at the end of November stood at \$6,514,341 (slightly up from \$6,253,265 at the end of October). This does not include the balance of funds held in the "Municipal Account" for day-to-day transactions.

Consultation

Nil

Statutory Environment

The power to invest is derived from section 6.14 of the Local Government Act 1995. The funds can only be invested in ways approved for the investment of trust funds under Part III of the Trustees Act 1962.

Regulation 19 of the Local Government (Financial Management) Regulations 1996 requires the establishment of control procedures to enable the identification of –

- the nature and location of all investments; and
- the transactions related to each investment.

Risk Assessment

Our primary tools for managing our investments risks are:

- The Shire's policy on financial investments (Policy no. 2.21), which was reviewed and amended at the Council meeting held on 10 November 2017; and
- Diversification of investments.

I undertook to present pie graphs in future investment reports to assist the Council in monitoring the diversification of our investments.

Chart 1 below shows (for purpose of comparison) the distribution of investments at the end of October, and Chart 2 shows the distribution of investments on 30 November.

Chart 1

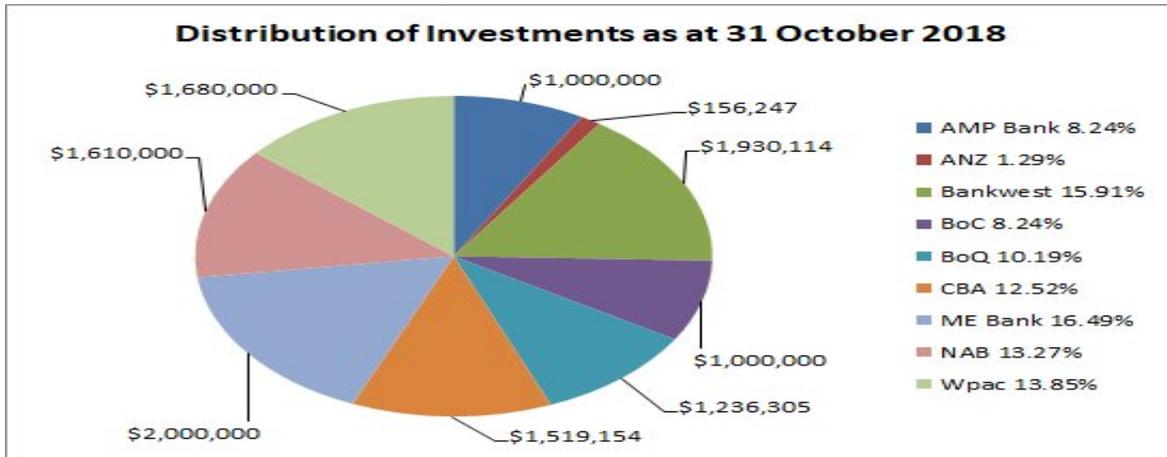
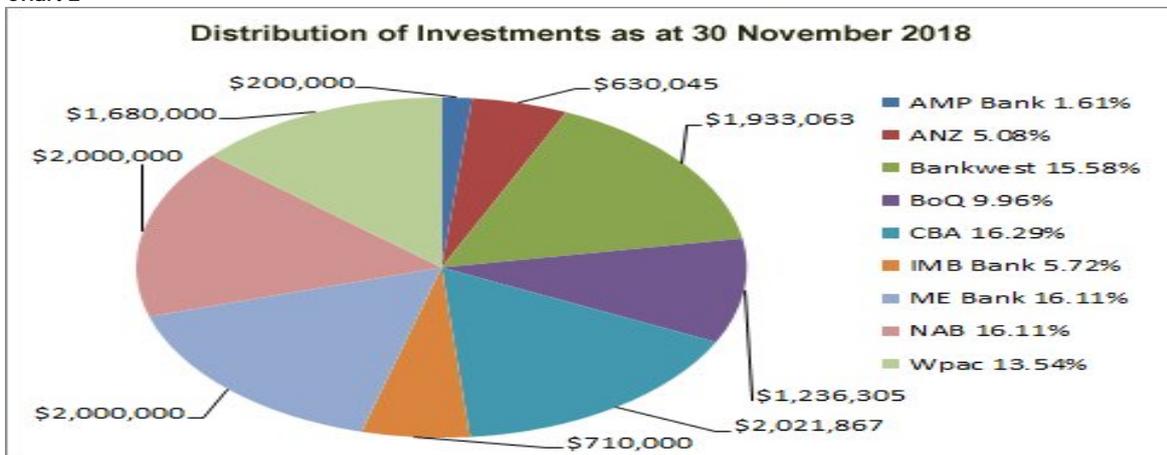


Chart 2



As can be seen, our investments at the end of November are spread among 9 banks, and our exposure to any one institution is limited to a little over \$2M or 16.29%.

Policy Implications

All investments are made in compliance with Policy No. 2.21 - Financial Investments Policy.

Financial Implications

Interest earned from investments is an income for the Shire.

Interest attributable to reserve account investments is credited to the reserve accounts (except the Unspent Grants reserve account) on a pro-rata basis. Interest on investment of surplus general funds is treated as general revenue.

Strategic Implications

Effective governance and administration of Shire’s services and prudent financial management underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirements SIMPLE MAJORITY**Officer Recommendation****MOVED CR****SECONDED CR****That the report be received and the information be noted.****CARRIED.../...****9.2.4 Adoption of the Tjukurba Art Gallery Business Plan for the Triennium 2019 to 2021**

Reporting Officer:	Warren Olsen – Deputy CEO
Date of Report:	13 December 2018
Date of Meeting:	19 December 2018
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to present for adoption by the Council the Tjukurba Art Gallery Business Plan for 2019 to 2021.

Background

The Shire obtains funding in the amount of \$145,000 per annum for Tjukurba Art Gallery from the Department of Communications and the arts through the Indigenous Visual Arts Industry Support (IVAIS) program. The last instalment under the current funding agreement is due to be paid in December 2020.

It is a requirement of the funding agreement that the recipient art centres prepare and implement 3-year business plans.

The current business plan covers the period 2016-2018 and will expire at the end of this month. It is, therefore, a matter of compliance that a new business plan be adopted, and it is recommended that the Council adopts the business plan attached as Appendix 9.2.4 of this agenda.

Comment

Unlike the previous business plan(s), this business plan attached as Appendix 9.2.4 was prepared in-house as there was no provision in the budget to engage a consultant.

However, one of the advantages of preparing the business plan in-house is that the Shire management has had to put in the thought. Consequently, this business plan is not just a matter of compliance with the funding agreement but is intended to be the guiding document as to how we grow the business.

Of course, that is what all business plans are supposed to be. But sometimes when the thinking has been contracted out, it is too easy to let the business plan sit on the

shelf. The business plan attached hereto comes with some management commitment.

Consultation

CEO Colin Bastow

Administration Assistant Julie Greatbatch

Statutory Environment

Nil

Risk Assessment

The main risk is that the business plan, once adopted is not effectively implemented. To mitigate this risk, the business plan requires monthly reports to the Council.

Policy Implications

Yet to be assessed (if any)

Financial Implications

The purpose of this report (and the subject business plan) is to try to retain IVAIS funding beyond December 2020 and increase sales revenue for Tjukurba Gallery.

Strategic Implications

Relates to the following strategies from the Wiluna Community Strategic Plan:

- 1.2.1 Develop and continue to foster cultural and recreational activities in the community.
- 2.2.1 Boost tourism planning and initiatives to promote Wiluna as a unique tourist destination.
- 2.2.2 Support local business initiatives in Wiluna.
- 2.3.1 Support the development of creative industries in Wiluna.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

That the draft Tjukurba Art Gallery business plan for 2019 to 2021 attached to the agenda as Appendix 9.2.4 be adopted.

CARRIED.../...

9.3. Chief Executive Officer

9.3.1. Risk Management Policy

Reporting Officer:	Colin Bastow, Chief Executive Officer
Date of Report:	5 December 2018
Date of Meeting	19 December 2018
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to ask Council to consider adopting a Risk Management Policy.

Background

Prior to 30 June 2018, meetings with the Chief Executive Officers (CEO's) for the Shires of Leonora, Laverton, Menzies and Wiluna were held, where opportunities for collaboration and service sharing were discussed. From these meetings, it was considered a viable opportunity to further explore the possibility of engaging the services of a consultancy company to perform the Statutory Compliance Services for the four local governments, given many already engaged consultants to assist with a variety of work.

The Shires of Leonora, Laverton, Menzies and Wiluna supported proceeding to the tender stage for Statutory Compliance Services and subsequently the tender was awarded to Moore Stephens. This tender includes risk management support services, and as a result, the timing of work already in progress relating to risk has been reviewed to maximise efficiency with the delivery of statutory support and compliance services. Risk Management was one of the services included in the service scope/fee response to be delivered by Moore Stephens.

A risk assessment matrix was adopted by Council on 22 February 2017. In February 2018, *AS/NZS ISO 31000:2018 Risk Management Guidelines* was released, requiring existing Risk Management to be updated to align with the new standard. A draft policy is presented to Council for consideration for adoption.

Comment

Moore Stephens have prepared the attached draft policy as part of the risk management service included within the Statutory Compliance Services tender awarded. On the 17th November 2018, Ms Tanya Browning (Moore Stephens representative) met with the CEOs of the Shires of Leonora, Laverton, Menzies and Wiluna, where a draft policy was discussed. The feedback provided from the meeting has resulted in the attached draft policy, (Appendix 9.3.1.) which has been developed to be succinct, clear, and conform to the new standard.

The draft policy states a *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within the standard. A draft Strategy has been developed by Moore Stephens in consultation with the Shire, aligned with the draft risk management policy, and considers the

context of the Shire. The draft Strategy is being presented to the Audit and Risk Committee at its December 2018 meeting. By providing the necessary guidance and direction to be followed by the Shire in its risk management activities, the draft Strategy will support the attached draft risk management policy and provide the level of detail required relating to how the Shire will progress with risk management activities.

Consultation

CEO's Leonora, Laverton, Menzies
Tanya Browning – Moore Stephens

Statutory Environment

Regulation 17.1 of the *Local Government (Audit) Regulations 1996* requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal controls and legislative compliance.

Risk Assessment

This item has been evaluated against the Shire of Wiluna's proposed Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the updating of the policy and development of a Strategy that aligns with the new standard will reduce the risk to low.

Policy Implications

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

Financial Implications

Nil

Strategic Implications

The Chief Executive Officer and executive team plays a key role in the establishment and development of an effective risk management framework. To ensure the successful delivery of the Strategic Planning objectives, the strategy requires ongoing monitoring and revision for alignment to the Plan for the Future.

One role of the audit committee is to monitor identified strategic high-level risks and their treatment solutions to ensure the community receives the services delivered effectively as outlined within the Plan for the Future.

Monitoring and reviewing activities will continue to provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the *Local Government (Audit) Regulations 1996*. The Risk Management Strategy will provide direction for the implementation of risk management activities.

Strategic references within the Shire of Leonora Strategic Community Plan 2017-2027 demonstrate connections between services and the desired outcomes and community vision for the Shire of Leonora, particularly in relation to Governance

services in this instance such as 4.1 Efficient service offerings to the community, 4.2 Effective and open engagement with all sections of the community, 4.5 Strong leadership and planning.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation

MOVED CR

SECONDED CR

That Council adopt the amended Risk Management Policy as attached as Appendix 9.3.1.

CARRIED.../...

9.3.2. Policy Manual Review

Reporting Officer:	Colin Bastow, Chief Executive Officer
Date of Report:	11 December 2018
Date of Meeting	19 December 2018
Disclosure of Interest:	Nil

Purpose

Council to review its Policy Manual and consider making amendments.

Background

The Shire is to review its Council Policies on an annual basis, there is some exemption to this requirement which are contained in Policy 1.1 The Policy Manual Record.

Minor amendments where the intention of the policy is not changed have not been highlighted e.g. Change of Department of Local Government to the Department of Local government, Sport and Cultural Industries or Council Property to Shire Property.

However, where there has been a recommended change to the intent of the policy, the changes have been highlighted in yellow and can be found in the attached Policy Manual.

Moving forward the Shire will keep two separate Policies Manual:

- Current Policies, and
- Deleted Policies.

This separation will make it easier to read and reproduce the current Policy Manual but allow the Shire to easily find any deleted policies.

Comment

The Shire has undertaken a review of the current Policy Manual and makes the following recommended changes:

1.1 The Policy Manual Record

Minor amendment is recommended which will allow the Policy Manual and Delegation Register to be reviewed separately. As these are two important documents that may need time to review, it is not always practical to undertake a review of the Policy Manual and Delegation Register at the same time due to limited resources.

Clause 6 has the word “preferably” inserted.

Last month Council considered the review of the Delegation Register. No recommended changes were made as there has been discussion between the four Northern GVROC Shires to have a similar Delegation Register.

1.2 Public Question Time

The policy required public question time to be conducted before all public meetings. The Local Government Act 1995 requires public question time to be conducted at the beginning of each meeting, this is also the requirement of the Shire’s Standing Orders.

1.4 Gratuity Payments

Remove the reference to Petty Cash as the Shire no longer operates this type of payment option.

The reference to allocating funds in a budget preparation process is a fundamental requirement to all local governments and does not need to be mentioned in any specific policy of this nature.

1.7 Use of Shire Logo

The CEO is not able to prosecute any person who uses the Shire’s Logo without permission. However, the CEO may be able to undertake appropriate legal action to stop the use of the Shire’s Logo.

1.9 Media Statements

The Shire President is not able to directly authorise staff to undertake any task, this is the role of the Chief Executive Officer. The approval for staff to speak with the media must come from the Chief Executive Officer after permission has been given by the Shire President.

The word “Building” had also been included in areas that filming or photographs should not be taken when an Officer is expressing their own personal views.

1.23 Delegation Reports Councillors/Officers

Recommended that this policy be deleted as the topic is covered in Policy 1.25 Elected Members: Representation/Delegation & Professional Development.

1.25 Elected members: Representation/delegation & Professional Development

Updated the list of conferences and meetings that are covered by the policy.

Correction of a small reference error.

Changed the meeting in which reports are required e.g. Council Forum.

1.26 Elected Members Remuneration

Removed the reference to actual approved allowances as this information is included in the annual resolution for the adoption of the budget.

Inserted the frequency of the allowance payments.

2.1 Flying Flags

Added the State Flag and Shire Flag to the list of flags.

Allowed time for the installation of flag poles at the new Administration centre.

2.6 Purchasing of Goods and Services

Due to the importance of this policy, the DCEO will undertake a separate review and present his findings to Council later.

2.7 Regional Price Preference

The DCEO will undertake a separate review and present his findings to Council later.

2.10 Housing Allowances

The nominal rent for Shire housing has been included in the policy, so there is a basis to calculate bonds and to charge former employees rent. The Shire will need access to former employees' housing, so their replacements can live in Wiluna and start working for the Shire

The Shire should encourage its staff to either purchase their own home or live in a Shire house which would otherwise remain vacant. Due to the limited housing options in Wiluna, staff should be discouraged from renting a public house as this would mean the property cannot be rented by another family.

Council previously adopted a policy to allow staff who maintain their Shire rental properties be entitled to free water consumption. It is also difficult to calculate the actual consumption of water to a number of Shire houses due the them not having a water meter.

To ensure the electricity allowance which is termed utility allowance is properly managed, the allowance is paid to eligible staff members on a fortnightly basis via payroll. The staff member then receives a tax invoice which includes the full cost of their electricity usage. The procedure takes away the need for an officer to kept track of individual electricity consumption and encourages staff to use less electricity. Less electricity consumption is good for the environment.

2.12 Superannuation Contributions

The policy needs a few wording changes, so it can properly reflect its intended purpose.

2.16 Payment of Accounts

Updated position titles.

Removed cheque as a payment option.

Removed the training requirement for the issuing of Credit Cards to a more outcome-based approach.

Removed the reference to Petty Cash as the Shires does not use this method for payment. Reimbursements are currently done via the creditor system.

2.25 Rating Administration

Amended clause 13 to provide authority to the Chief Executive Office to write off small rate debts.

2.27 Vehicle Usage

Added extra reason why a vehicle would need to be handed back to the Shire.

Require staff to complete a monthly vehicle checklist.

2.30 Staff Special Remuneration Allowances

The annual airfare allowance is paid to staff on a fortnightly basis, via payroll.

The builders are no longer working for the Shire; therefore, their special allowances are no longer required.

3.1 Crossovers

The reference to the Shire's website is not required.

7.4 Employment with the Shire

There is a need to be flexible when it comes to engaging staff due to the difficulty of staff recruitment and retention.

It is the Chief Executive Officers role and responsibility to recruit staff in a manner that is compliant with various pieces of legislation, such as the Local Government Act, Equal Opportunity Act etc.

It is recommended that this policy be deleted.

Any currently policy which is not listed above is either recommended to make no changes or the changes are considered to be minor word changes that do not change the intention of the policy.

Consultation

Katrina Boylan, Executive Assistant

Angela Hoy, Executive Manager Technical Services

Warren Olsen, Deputy Chief Executive Officer

Statutory Environment

Local Government Act 1995

Policy Manual

1.1 The Policy Manual Record

Clause 6 requires an annual review of the Council Policy Manual.

Risk Management Implications

That Policies are not relevant or functional.

Policy Implications

Recommended changes to the Policy Manual as listed above.

Financial Implications

Nil

Strategic Implications

5.1 Strong Leadership and governance

5.1.1 Provide leadership to the Community and Staff

Voting Requirements SIMPLE MAJORITY

Officer Recommendation

MOVED CR

SECONDED CR

That Council adopts the current policy manual as presented.

CARRIED.../...

9.3.3. Radio Rebroadcast in Wiluna

Reporting Officer:	Colin Bastow, Chief Executive Officer
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Date of Report:	12 December 2018
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Date of Meeting	19 December 2018
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Disclosure of Interest:	Nil
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Purpose

Council to consider amending the 2018/19 Budget to allow for the purchase of new Radio Rebroadcasting Equipment and the ongoing service and maintenance contract.

Background

The Shire rebroadcasts the following radio stations:

- ABC National
- ABC Regional
- Triple J
- Red FM

Unfortunately, the equipment used by the shire to rebroadcast the above radio stations is of a domestic nature and was not designed for its current purpose. As a

result, the Shire experiences issues every time there is bad weather. The quality of the rebroadcast will also have sound quality issues.

Domestic equipment can expect to have an estimated life of around two years. The radio equipment the Shire currently uses is well over two years old.

To avoid interference between the four stations the antenna is individually tuned so there is no conflict, thus loss of quality of signal.

The radio rebroadcasting equipment has become more unreliable over the past six weeks, then over the past five years.

Comment

If the Shire is going to continue to rebroadcast radio stations in Wiluna, then the service needs to be of good standard and very reliable. There is a need for quick reliable support to ensure any disruption to the service is resolved quickly and cost effectively.

Unfortunately, the Shire had not renewed its ABC National and ABC Regional licences some years ago and never obtained a licence to rebroadcast Triple J and Hot FM. The Shire has engaged the services of Satellite Television & Radio Australia to arrange for the Shire to get the appropriate licences to allow for the rebroadcasting of the above radio stations.

The Shire was advised by the CEO of Leonora that our Southern Local Government uses Satellite Television & Radio Australia for their ongoing service and maintenance of their Radio and Television equipment for an annual fee of around \$6,000. The CEO, Jim Epis, highly recommends them as they provide fast and reliable service.

The Shire will likely be required to either retune the existing antenna or replace it, as radio rebroadcasting antennas are specially tuned to the exact frequency of the stations being rebroadcast. The process of tuning is a very labour-intensive exercise, thus expensive. Due to the likelihood that new frequencies will be issued for the rebroadcasting of Red FM and Triple J, the Shire will need to either purchase a new antenna or get it retuned.

There is no guarantee that the Shire will be allowed to rebroadcast Triple J or Red FM.

It is important that the Shire establishes an ongoing maintenance/support program to ensure any future outages are resolved quickly.

Council needs to make a decision on the future of the radio rebroadcasting service as the continued use of the current equipment will be problematic going forward. It is recommended that we upgrade to more professional equipment and an ongoing support and maintenance programme.

Consultation

Glenn Welsh, Satellite Television & Radio Australia
Katrina Boylan, Executive Assistant
Jim Epis, CEO Shire of Leonora.

Statutory Environment

Local Government Act 1995
Telecommunication Act 1997

Risk Management Implications

The Shire will need to obtain the appropriate radio rebroadcasting licence, otherwise it may be subject to a fine.

That the radio rebroadcast is of low quality and frequent outages, which results in community dissatisfaction with the service.

The Shire does not have any staff who can operate or maintain radio rebroadcasting equipment.

Domestic equipment is less reliable and prone to sound issues and cannot be remotely accessed for external support.

Policy Implications

Nil

Financial Implications

Council had budgeted \$1,000 for the maintenance of the radio equipment, which has already been spent.

The Shire has engaged the services of Satellite Television & Radio Australia for \$1,000 to obtain the required radio rebroadcasting licences for the Shire.

Quote from Satellite Television & Radio Australia

- Retune existing Antenna \$8,000.
- Purchase a new Antenna \$10,000.
- Option 1 (See attachment for details) \$14,449
- Option 1A (See attachment for details) \$9,949
- Option 2 (See attachment for details) \$19,980
- Option 3 (see attachment for details) \$48,500
- Annual support fee \$2,750 (*)

Quote from Geraldton TV and Radio Services Co.

- Fix existing equipment \$2,900

The Shire was unable to locate a third company that would provide labour and equipment for radio rebroadcasting.

At the time of writing this report the Shire was seeking additional quotes from Geraldton TV and Radio Services Co. to see if they are also able to provide the same equipment/service as Satellite Television & Radio Australia.

Above figures are Ex GST.

(*) Subject to purchase commercial grade equipment that can be accessed remotely.

Strategic Implications

4.3 Well managed and maintained buildings and facilities.

4.3.1 Maintain Council owned buildings and facilities ensuring high standards of public safety and access.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

1. The Shire's 2018/19 Budget be amended to an additional \$65,000 (\$66,000 Total) in account E115131 Wiluna TV & Radio Rebroadcasting Equipment Operation & Mtce Costs,
2. Accept Satellite Television & Radio Australia quote (Option 3) for \$48,500, and
3. Purchase a replacement antenna from Satellite Television & Radio Australia for \$10,000.

CARRIED.../...

9.4. Committee Reports

10. Elected Members Motion of Which Previous Notice Has Been Given

11. Urgent Business Approved by the Person Presiding or by Decision of Council

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

Procedural recommendation that the meeting is closed to the public, pursuant to S5.23 (2) subparagraphs (a), (c) and (e)(iii) to consider Confidential Item 12.1. which contains a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; Confidential Items 12.2. and 12.3. which contains information about the business, professional, commercial or financial affairs of a person and Confidential Item 12.4 which contains a matter affecting an employee.

12. Matters Behind Closed Doors

- 12.1. Proposed Lease Shire of Wiluna (Wiluna Go-Kart Facility)
- 12.2. RFT 2018-05 Wiluna Rural Roads Construction
- 12.3. RFT 2018-04 Wongawol Road Culverts and Floodways
- 12.4. Expression of Interest – Lease of 24 Woodley Street
- 12.5. Unpaid Rates – 27, 29 and 31 Wotton Street
- 12.6. CEO Performance Review

Officer Recommendation

MOVED CR

SECONDED CR

That the meeting be re-opened to the public.

CARRIED /

13. Closure