

Shire of Wiluna

MINUTES



Ordinary Meeting of Council

Held

Wednesday 26 July 2017

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MINUTES**1. Declaration of Opening and Announcement of Visitors**

The Chairperson declared the meeting open at 12.08pm and welcomed Councillors and staff to the meeting.

2. Record of Attendance / Apologies and Leave of Absence Previously Approved

Cr Jim Quadrio	President
Cr Graham Harris	Deputy President
Cr Norma Ward	
Cr Stacey Petterson	
Cr Caroline Thomas	

Colin Bastow	Acting Chief Executive Officer
Warren Olsen	Acting Deputy Chief Executive Officer
Tracey Luke	Executive Manager Community & Economic Development
Louka Shopov	Executive Manager Engineering & Development Services
Katrina Boylan	Executive Assistant
Adriano Truscott	Principal, WRCS (entered the meeting at 12.30pm)
Mac Jensen	TAFE (entered the meeting at 12.30pm)

3. Response to Previous Public Question Taken on Notice

Nil

4. Public Question Time

Nil

5. Applications for Leave of Absence

Nil

6. Notations of Interest**6.1. Interest Affecting Impartiality Shire of Wiluna Code of Conduct**

Nil

6.2. Financial Interest Local Government Act Section 5.60A

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Acting CEO Colin Bastow	12.1.	Financial	I am a candidate

6.3. Proximity Interest Local Government Act Section 5.60B

Nil

7. Petitions and Deputations

Adriano Truscott, Principal of Wiluna Remote Community School and Mac Jensen, TAFE lecturer, outlined the aims of the new TAFE programme which the Shire is supporting financially. The Wiluna TAFE will be linked to the Kalgoorlie TAFE and Wiluna will need a minimum of 9 students to get lecturers. Enrolments will be started next week for automotive and land management courses. There was a brief question and answer session which was received favourably.

Mr Truscott and Mr Jensen left the meeting after their presentation at 1.05pm

8. Confirmation of Minutes of Previous Meeting

- 8.1.** The Minutes of the Ordinary Meeting held on 28 June 2017 be accepted as a true record of the meeting.

Council Decision***Item 8.1.*****MOVED CR HARRIS****SECONDED CR WARD**

That the Minutes of the Ordinary Meeting held on 28 June 2017 be accepted as a true record of the meeting.

CARRIED 5/0**Resolution 114/17****9. Announcement Presiding Member without Discussion**

The Deputy President reported on the Wiluna Aerodrome Emergency Desktop Exercise that took place on Tuesday 24 July 2017 and the need to include in the budget funds for airport casualty kits and perhaps an emergency team trailer.

10. Reports of Officers and Committees

10.1. Executive Manager Community and Economic Development

10.1.1. Wiluna Remote Community School

File:	ADM0108
Reporting Officer:	Tracey Luke, Executive Manager Community & Economic Development
Date of Report:	19 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to request approval from Council for Wiluna Remote Community School to use of the Gymnasium during school hours for a physical activity program. This report is to inform council of the financial and policy implications of this request.

Background

On 30 June 2017 the Shire received a request from school teacher Debbie Kiwi to take 7 female High school students to the Shire of Wiluna gym for one hour of each week on Mondays from 1.30pm to 2.30pm for the whole of terms 3 and 4, 2017 (11 weeks per term, total 22 weeks). There will be two supervisors present at all times.

Ms Kiwi has also requested permission for use of the oval on Tuesday and Thursday from 1.30 to 2.30 pm for activities such as AFL, Rugby and Softball for the whole of terms 2 and 3 2017 (22 weeks total, 2 times per week).

Ms Kiwi has also requested, on behalf of Wiluna Remote Community School, use of the oval for the whole day on 5 September 2017 for the school Sports/Athletics carnival.

This request is for:

- a) Permission to access the gym and waiver the Adults Only policy of gym use (terms 2 and 3, 2017)
- b) the donation of expenses to access the gym (terms 2 and 3, 2017)
- c) use of the oval for one hour on Tuesday and Thursday each week for terms 3 and 4, 2017.
- d) Use of the oval for the whole day on 5 September 2017

Comment

Physical activity should be encouraged and enthusiasm for a particular pursuit should be supported. Ms Kiwi has stated that students from Wiluna Remote Community School will be constantly supervised and if it is determined that there is any chance of risky behaviour or the wrong class dynamics the offending student(s) will be removed from the activity immediately.

The school will be requested to provide a bond of \$400 for the terms 3 and 4 period.

Consultation

Council

Colin Bastow, Acting CEO

Statutory Environment

Local Government Act 1995

S. 6.12 Power to defer, grant discount, waive or write off debts.

S. 6.16 Imposition of fees and Charges

Risk Assessment

Potential injury to student's due to incorrectly using the gym equipment or lack of supervision.

Policy Implications

The Shire of Wiluna Gym Membership Conditions of Use which must be signed by all members states (as its number one condition of use which is in a larger bold font than other conditions of use) that 'Only those 18 years of age and over will be authorised by the Shire of Wiluna to have membership and access to the gym. The membership form requests that applicants sign a declaration stating that they are over 18. This request for access to the gym requires the Shire of Wiluna to waiver this requirement.

Financial Implications

Gymnasium costs - \$ 1,225.00

Oval fees- \$ 1,380.00

Total - \$2,605.00

Strategic Implications

Healthy, safe and fun Wiluna –Access to sports, recreation and cultural activities and infrastructure. Support for community generated initiatives.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.1.1.****MOVED CR THOMAS****SECONDED CR PETTERSON****That Council :**

- 1. Support the request from Wiluna Remote Community School by relaxing the conditions of membership for use of the Shire of Wiluna Gym by persons under the age of 18 years of age from 26 July 2017 to 11 December 2017.**
- 2. Support the request by donating the fees required to access the gym from 26 July to 11 December 2017.**
- 3. Support the request by donating use of the oval for the school sports / athletics carnival on 5 September 2017 and use of the oval for one hour on Tuesday and Thursday each week for terms 3 and 4, 2017**
- 4. Advise Wiluna Remote Community School that future requests of this nature must be made once only on an annual basis in order to minimize time and impost on Shire Staff and Council**

CARRIED 5/0**Resolution 115/17****10.1.2. Wiluna Public Swimming Pool Complex**

File:	ADM0427
Reporting Officer:	Tracey Luke, Executive Manager Community & Economic Development
Date of Report:	20 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to appoint Belgravia Leisure to manage the Wiluna Public Swimming Pool Complex.

Background

On 8 March 2017 during forum a discussion occurred regarding the future management of Wiluna Public Swimming Pool and Council resolved to investigate if outsourcing the management of the facility was a viable option to improve service delivery.

On 26 April 2017, further discussions took place and a draft tender was presented to Elected Members in respect to offering the Management of the Wiluna Public Swimming Pool Complex on a 3 year contractual basis to a suitably qualified and experienced swimming pool management company. Council decided to run the tender with a view to outsource pool operations.

Council also recognised that this action would result in the redundancy of the Shire of Wiluna Swimming Pool Coordinator's position and acknowledged that this was considered necessary to achieve a high level of community activity/events and more

professional support and guidance. Tender document RFT 2017-03 Management of Wiluna Public Swimming Pool Complex was advertised on 6 May 2017 in the West Australian Newspaper and via the Tenderlink Portal and closed 2 June 2017.

No tenders were received but a follow-up contact with Belgravia Leisure has indicated that they were not aware of the Tender and wished to submit a full proposal to the Shire of Wiluna.

On 28 June 2017 during the Ordinary Council meeting a resolution was passed which granted approval for the CEO to negotiate with suitably qualified and experienced Public Swimming Pool Management business to operate the Wiluna Public Swimming Pool Complex and approved the redundancy of the position of Wiluna Swimming Pool Coordinator, which included approval for the CEO to make appropriate adjustment to the Shires Organisational Chart.

Comment

On 19 July 2017 a proposal from Belgravia Leisure to manage the Wiluna Public Swimming Pool Complex was received by the Shire. (Appendix 10.1.2.) Belgravia Leisure have extensive experience with Swimming Pool Management and we expect that they will be able to deliver a full itinerary of activities and events and provide best practice swimming pool management, resulting in a much improved aquatic facility which will be of significant benefit to the community.

Consultation

Colin Bastow, CEO

Rohan Gunton, Belgravia Leisure

Statutory Environment

Local Government Act 1995

3.57 Tenders for providing goods and services

As no tender had been received the Shire is entitled to negotiate with suitably qualified and experienced swimming pool management companies for the next six months.

Risk Assessment

Outsourcing Wiluna Public Swimming Pool Operations will mitigate previous risks such as;

- Extended unforeseen absences by Swimming Pool Coordinator resulting in pool closure during open season as the onus is on the outsourced management company to ensure the Wiluna Public Swimming Pool Complex remains open continually throughout the open season
- Lack of community events and physical activity programs being held on a regular basis as the outsourced management company is contractually obligated to provide these services.
- Shire of Wiluna's obligation to hold necessary licences i.e poisons licence, chlorine gas storage licence, pool managers licence etc. is mitigated as onus lies with outsourced management company. to obtain necessary documents

Policy Implications

Nil

Financial Implications

Annual costs

Item	Amount (ex GST)	Inclusions
Labour Services	\$126,239	-Supervision per specification - Oncosts
Travel Levy	\$13,000	-Travel -Accommodation
Accounting Services	\$16,000	-Payroll -Accounting -Accounts payable & receivable -Monthly reports(P&L)
Management Fee	\$16,000	-Executive support -Access to BL systems
Total Annual Fees	\$171,239	

Note: In 2016/17 Council budgeted \$126,233 for Labour costs. However, the proposal from Belgravia Leisure includes provisions for a second staff member for a period of 6 weeks and offers additional management support on a regular basis. Belgravia Leisure will undertake all repairs and purchases on the Shire's behalf and seek reimbursement on a monthly basis.

Strategic Implications

Healthy Wiluna: Support health lifestyles and ensure that the community is safe and feels safe

Provide good quality services and infrastructure to ensure quality of life for the community and support sustainable development in the Shire

Plan and manage its resources effectively and efficiently and in a transparent and accountable manner

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.1.2.****MOVED CR HARRIS****SECONDED CR THOMAS****For Council to:**

- 1. Authorise the CEO to negotiate a management contract with Belgravia Leisure.**
- 2. Appoint the CEO and Shire President to sign a management contract with Belgravia Leisure for the management of the Wiluna Public Swimming Pool Complex;**
- 3. Authorise the use of the Common Seal;**
- 4. Approve the contract for a three year period at an annual cost of \$171,239 plus CPI adjustments.**

CARRIED 5/0**Resolution 116/17****10.2. Executive Manager Engineering & Development Services**

Nil

10.3. Principal Environmental Health Officer and Building Surveyor

Nil

10.4. Deputy Chief Executive Officer**10.4.1. Write-off of Sundry Debt – Boral Construction Materials Group Ltd**

File:	ADM 0263
Reporting Officer:	Warren Olsen – Acting Deputy CEO
Date of Report:	13 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to recommend the write-off of a sundry debt in the amount of \$3,931.69 owed by Boral Construction Materials Group Ltd for the supply of fuel.

Background

As Councillors are aware, since March of this year we have been pursuing a lot of long overdue sundry debts (as well as rates debts).

The debt that is the subject of this report dates back to July 2013, when 2,479 litres of diesel was apparently supplied.

Invoice no. T114-9 was raised on 16 August 2013 for 2479 litres @ \$1.586 per litre = \$3,931.69 (GST inc).

Comment

We have pursued this debt to exhaustion, partly because it represents a loss of some significance and partly because we thought that Boral Group (a substantial Australian company) might be good corporate citizens who would pay for goods supplied.

Most of the sundry debts that we have to write off are dating back to this period, when a certain former Works Manager seemed to be supplying goods on credit quite inappropriately, without adequate documentation. In this case, he has implicated the CEO of the day by saying that the CEO had “agreed to provide fuel to Boral P/L while they were carrying work for us in the area.”

There is no doubt that the fuel was actually supplied on 2, 6 and 10 July 2013 and the fuel sheets were signed by a Boral driver, Alaa Abuothman.

However:

- The fuel should never have been supplied in the first place, as the Shire does not have a fuel reseller's licence. The only uses that Shire fuel can legally be used for are:
 - Fuelling the Shire's own vehicles, plant and equipment; or
 - Fuelling hired plant and equipment when engaged on Shire works; or
 - Supplying to a contractor (as part of a contractual arrangement) while the contractor is engaged on Shire works.
- None of the legal uses of Shire fuel involve a direct payment for fuel supplied being made to the Shire.
- There was no advance payment or purchase order from Boral. The Shire should NEVER supply goods or services on credit without first obtaining a purchase order as the very minimum of documentation. Most of the sundry debts that we are having to write off are being written off for lack of a purchase order.

It is generally preferable to get payment in advance of supply.

Over the years since 2013, the invoice and other correspondence has been exchanged with various offices related to Boral Group, specifically with the Boral Construction Materials Group Ltd office in Midland WA, the Boral Shared Business Services Pty Ltd office in Middle Swan WA, Boral Regional Commercial Services in Belmont WA, and Boral Construction Materials Group Ltd in Parramatta NSW.

Despite the fact that Boral had the benefit of the fuel supplied and we have provided the identity of the driver who signed the fuel sheets and the identity of the Boral supervisor (Bruce McLean), no payment has been received.

The general response from Boral's various offices has been to request a copy of Boral's purchase order, which we are unable to provide because neither the Shire CEO or the Shire Works Manager of the day had the sense to obtain a purchase order from Boral before supplying the fuel.

Our debt collection agency has advised " . . . as there is an invoice we can proceed to legal action, however they are requesting a purchase order so if we proceed to legal there is a risk they may defend".

I suggest that if we proceed to legal action and Boral defends, there is a serious risk of embarrassment to the Shire. Because an astute lawyer may ask the Shire to produce not only a Boral purchase order but also to produce the Shire's fuel reseller's licence. And as we don't have a fuel reseller's licence, that would be a major embarrassment.

Consultation

Senior Finance Officer
Finance and Administration Assistant
AMPAC Debt Recovery
Acting CEO

Risk Assessment

It is recommended to write off this debt rather than pursuing it through legal action in order to avoid further costs and also to avoid the risk of public embarrassment should an astute lawyer raise the issue of the Shire attempting to sell fuel without a fuel reseller's licence.

There is realistically little chance of ever collecting this debt, and writing it off will result in our financial statements being more accurate in terms of the "collectibles".

Policy Implications

We need a debtors policy (which will be the subject of a separate report). Part of that policy should prohibit the supply of goods or services without first obtaining a purchase order.

Financial Implications

Collectibles will be reduced by the amount to be written off.

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.4.1.****MOVED CR HARRIS****SECONDED CR PETTERSON**

That the debt in the amount of \$3,574.26 plus GST represented by invoice number TI14-9 be written off.

CARRIED 5/0**Resolution 117/17****10.4.2. Financial Investments Report**

File: ADM 0071
Reporting Officer: Warren Olsen – Acting Deputy CEO
Date of Report: 17 July 2017
Date of Meeting: 26 July 2017
Disclosure of Interest: Nil

Purpose

The purpose of this report is to present to Council information regarding the current investments as at 30 June 2017.

Background

The Council policy no. 2.20 - Financial Investment Policy requires that monthly report is to be presented to “Council detailing the performance of all investments”. Further, it requires that an investment register is to be maintained.

The current investments of both reserves and municipal funds are presented as Appendix 10.4.2.

Comment

Municipal Funds: The funds are currently deposited in “call deposit” and fixed term accounts. Both types of deposits yield higher interest than the normal chequing account.

During the month of June, our call deposit earned interest of \$5,797.68. This represents a further decline in the variable interest rate, as the amount of interest earned in June was less than in May, despite the account balance being greater. An enquiry of the bank revealed that this account was only earning 1.1%pa. As a result of further enquiries about the interest rate (and discussion of rates being offered in respect of other accounts) the bank agreed to increase our rate to 1.2% per annum.

As this is a variable rate account, this hopefully means an extra margin of 0.1% above the reference rate of interest will continue to be paid on this account of time and further variations.

The amount of funds invested increase by a net \$1.48M during the month, due to a transfer of \$1.7M from the Municipal Account in order to optimise our interest revenue, followed by transfers totalling \$220,000 back to the Municipal Account to meet day-to-day operational needs.

There were also transfers totalling \$2.75M from Municipal funds to Reserve funds. In order to maintain the required separation between Municipal funds and Reserve funds, this required a transfer out of our call deposit account into separate investments as described below. So the total withdrawals from the call deposit account amounted to \$2.97M during the month, and the call account balance as at 30 June 2017 was \$4,816,696.52.

Reserve Funds: Our term deposit balances have increased by \$2,757,869.16 since 31 May as a consequence of:

- a) Interest of \$7,869.16 paid on a maturing term deposit on 6 June and distributed among the reserves represented by that term deposit; and
- b) Transfers totalling \$2.75M into two new term deposits and a 31-day notice account representing transfers to Reserve funds in accordance with the resolution of the Council at its June meeting.

Consequently, the reserve fund balances are now as follows:

Airport Reserve	\$1,115,414.48
Asset Replacement Reserve	\$4,238,321.40
Computer Reserve	\$103,770.11
Leave Reserve	\$174,988.04
Wiluna Telecentre Reserve	\$16,301.60
Caravan Park Reserve	\$45,000.00
H & I Centre Reserve	\$593,835.00
Unspent Grants Reserve	\$1,011,165
Community Development Reserve	\$0.00

To match these new reserve balances, we have taken a 90-day term deposit with NAB representing the newly-created reserves, and two shorter term investments representing the transfers to existing reserves. Those shorter term investments will mature on the same dates as the term-deposits representing the Reserve funds to which they are additions, to facilitate some consolidation.

At the time of writing, there may be some further small adjustments required to the Unspent Grants and Contributions Reserve in respect of unspent grants still to be identified. These should be reflected in the August investments.

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

All investment involves some risk, and ultimately investments are always a trade-off between risk and return (which are positively correlated).

It is essential that investment risk is properly managed, and our primary tools for managing the risks associated with the Shire's investments are as follows:

- a) The Shire's policy on financial investments (Policy no. 2.21). This policy sets out the allowable instruments in which the Shire's reserve funds and surplus money can be invested in. This is obviously an important risk management tool, and it is essential that Shire funds are invested strictly in accordance with the policy.

The policy closely follows the applicable legislation, particularly Regulations 19 and 19C of the Local Government (Financial Management) Regulations 1996. However, it now needs to be updated to reflect (among other things) an amendment to Regulation 19C in May 2017. This will be the subject of a separate report.

- b) Diversification of investments. Notwithstanding the policy and the legislation that restricts our investments to only the highest quality of financial instruments, it is also important not to have "all our eggs in one basket" (or, more accurately, all of our investments with one financial institution).

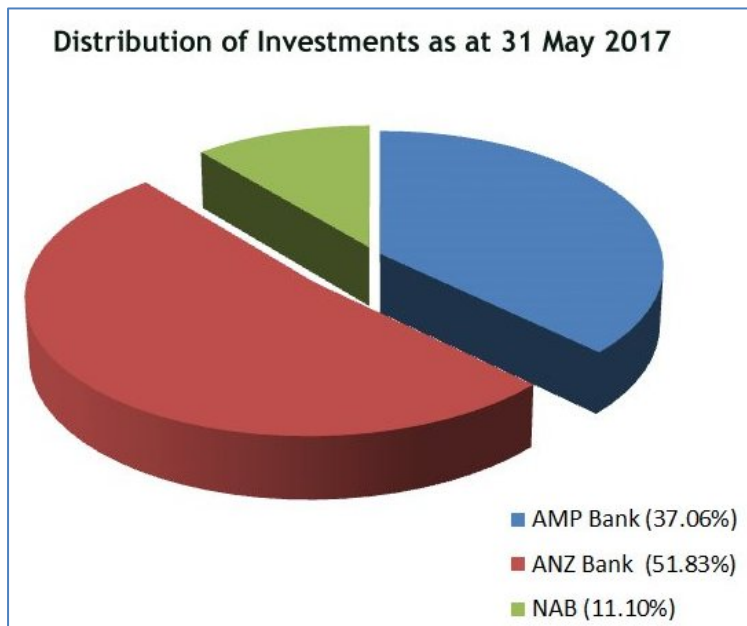
Banks do fail from time-to-time, and they can also be subject to IT problems such as hacking and system failures. So it is prudent to try to ensure that the Shire's investments are spread among a number of financial institutions. Then if a bank fails, the Shire's losses will be limited.

To assist the Council in monitoring the distribution of our investments among institutions it is my intention in to include a pie graph in future investment reports.

Today I intend to present three such graphs to show the importance of achieving a reasonable distribution of investments, and to show that we are moving toward a better spread.

The first of these (Chart 1) shows the distribution of investments as at 31 May 2017.

Chart 1



Councillors will note that more than 50% of our investments were with ANZ Bank. This is too high for my liking, and would certainly cause significant problems to the Shire in the case of a failure of that particular bank. However, because the ANZ is the Shire's primary bank, the proportion of the Shire's financial resources held with that bank will be inclined to creep up unless our reserve funds and surplus money are actively managed.

Chart 2 shows the distribution of our investments as at 30 June 2017 (before the transfers to reserves). Although the proportion of our funds invested with ANZ Bank appears even higher, this is really just because of the transfer of surplus funds from our ANZ Bank Municipal Account (which does not form part of the investment report) to our "at call" interest bearing account.

Chart 2

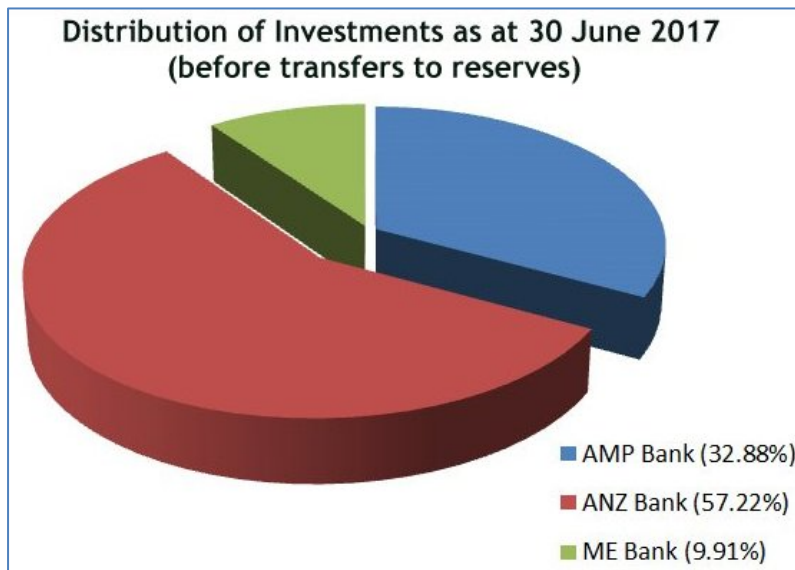


Chart 3 shows the distribution of the Shire's investments after the transfers to reserves (and the reallocation of investments to reflect the reserve transfers).

Chart 3

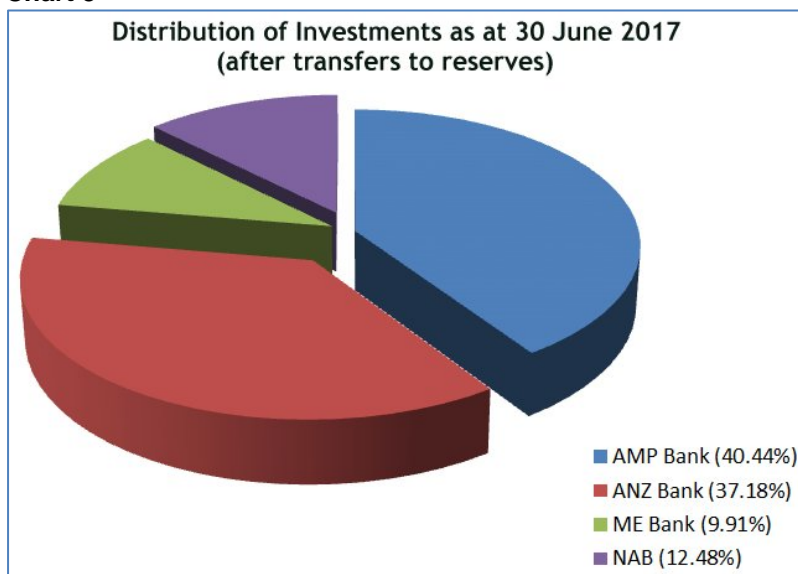


Chart 3 illustrates that we have used the extra reserve funds to achieve a more satisfactory diversification of investments among different financial institutions.

Nevertheless, we could still achieve better diversification. Some of the current investments representing recent transfers to reserves are relatively short-term to match the maturity of existing investments. As these investments mature, I will seek to increase our diversification so that (ideally) no more than 30% of our reserve funds and surplus money is invested in any single institution.

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 the Investment of Reserve Funds is credited to those reserves. 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 Requirement SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 10.4.2.****MOVED CR HARRIS****SECONDED CR WARD****That the report be received and the information be noted.****CARRIED 5/0****Resolution 118/17****10.4.3. Write-Off of Rates – Horizon Minerals Pty Ltd (Deregistered) and small balances**

File:	ADM 0263
Reporting Officer:	Warren Olsen – Acting Deputy CEO
Date of Report:	13 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for the Council to consider and, if thought appropriate, to approve the writing off of the following rates debts:

- \$599.35 on Assessment no. A2153 (Horizon Minerals Pty Ltd – Deregistered)
- \$6.08 on Assessment no. A1442 (Kjellgren); and
- \$6.91 on Assessment no. A2192 (Yandal Metals Pty Ltd)

Background

The present writer has been initiating action to collect some of the outstanding and overdue rates debts.

Although significant progress has been made, not all the outstanding rates will be collectable (for various reasons).

It is believed that the rates debts that are the subject of this report are either “uncollectible” or uneconomic to collect.

Comment

Assessment no. 2153 relates to former tenement no. E53/01757. The tenement is now dead, and our debt collection agency advises that the Horizon Minerals Pty Ltd has been deregistered.

So there is no property to secure the debt, and no debtor to pursue. The debt is therefore uncollectible, and should be written off.

Assessment no. A1442 relates to former tenement no. M53/00356. The tenement is now dead. The ratepayer has no other rates assessments in the Shire of Wiluna, and it is not worth the cost to even send a reminder notice to collect \$6.08. It is therefore recommended that this debt be written off.

Assessment no. A2192 relates to former tenement no. P53/01608. The tenement is now dead.

However, in this case the ratepayer still has 3 live tenements that will be rated as soon as the Council adopts the 2017-18 budget. The cost of enclosing the outstanding rates notice for assessment no. A2192 along with the other 3 rate notices would be negligible.

Consultation

Senior Finance Officer
AMPAC debt Recovery

Statutory Environment

The Shire's powers to levy and collect rates are set out in Part 6 Division 6 of the Local Government Act 1995 and in Part 5 of the Local Government (Financial Management) Regulations 1996.

Risk Assessment

There is no risk associated with the recommendation in this report.

Policy Implications

Nil

Financial Implications

Our “outstanding rates” collectables will be reduced by \$605.43

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.4.3.****MOVED CR THOMAS****SECONDED CR HARRIS****That the following rates debts be written off:**

- 1. \$599.35 represented by Assessment no. A2153**
- 2. \$6.08 represented by Assessment no. A1442**

CARRIED 5/0**Resolution 119/17****10.5. Chief Executive Officer****10.5.1. Strategic Projects**

File:	ADM0229
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	4 July 2017
Date of Meeting:	27 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to approve the list of Strategic Projects after the final public consultation.

Background

The Shire had requested final comment from local agencies on the DRAFT list of strategic projects. Unfortunately no additional comments had been received from the local agencies. It is therefore assumed that there are no objections to the Shire's list of strategic projects by the local agencies. The local agencies had been consulted in the initial DRAFTING of the strategic project list.

Comment

The list of projects is considered to be very ambitious for a local government of the size and with the financial resources of Wiluna. If additional funding is not achieved then a number of these projects will likely be left uncompleted after a period of ten or more years. Although a number of the projects only involve the lobbying of potential investors or other government agencies, this type of lobbying does not require a lot of financial resources, also the final outcome of the project will not be decided by the Shire.

Council is now in a position to approve and/or amend the attached list of strategic projects. (Appendix 10.5.1.)

Consultation

Local Agencies
Council

Statutory Environment

Local Government Act 1995

Once the strategic projects have been approved by Council they will eventually be added to the Shire's Strategic Community Plan once it has been updated.

Risk Assessment

The Shire considers the major risk to the various projects that are listed in the attached List of Strategic Projects would be the lack of funding and/or lack of suitably qualified and experienced project management staff.

Policy Implications

Nil

Financial Implications

The individual projects will be more accurately costed once the appropriate planning has been completed. The Shire will seek external funding whenever possible to maximise the number of projects that can be completed.

Currently estimated net cost to the Shire may be around \$37 million.

Strategic Implications

The list of strategic projects will be included in the revised Community Strategic Plan as well as other plans that are associated with the Shire's Integrated Strategic Plans which includes the Long Term Financial and Business Plans.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation & Council Decision</i>	<i>Item 10.5.1.</i>
MOVED CR PETTERSON	SECONDED CR HARRIS
That Council: Approve the attached List of Strategic Projects.	
<u>CARRIED 5/0</u>	Resolution 120/17

10.5.2. Review of Various Policies

File:	ADM0318
Reporting Officer:	Katrina Boylan , Executive Officer
Authorising Officer	Colin Bastow, Acting Chief Executive Officer
Date of Report:	20 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

Council to consider deleting or amending various policies as outlined in this report.

Background

There are a number of policies which should be deleted as they are no long relevant or need updating. This review has now been conducted and its presented for Council consideration.

Comment

A table outlining the review outcomes is listed.

Shire of Wiluna – Policy Manual (as at 28 June 2017)

Policy Number & Name	Date of Review	Action
1.1 The Policy Manual Record	2015	No Action
1.3 Public Question Time	May 2017	No Action
1.4 Gratuity Payments	May 2017	No Action
1.5 Public Relations – Greetings	May 2017	No Action
1.6 Citizenship Ceremonies	May 2017	No Action
1.7 Use of Shire Logo	May 2017	No Action
1.8 Use of Disclaimers – Professional Indemnity	May 2017	Revoke/Delete
1.9 Media Statements	May 2017	No Action
1.10 Donations	May 2017	No Action
1.11 Nominations to Boards & Committees	May 2017	Revoke/Delete
1.14 Tourism	May 2017	Revoke/Delete
1.15 Regional Alliance	May 2017	No Action
1.17 Gifts to Retiring Members	May 2017	Amend
1.20 Uranium Mining in the Shire of Wiluna	2016	No Action
1.22 Reports, Contracts & Other Documents	May 2017	Revoke/Delete
1.23 Delegates Reports Councillors/Officers	May 2017	No Action
1.25 Elected Members: Representation / Delegation & Professional Development	May 2017	No Action
2.1 Flying of Flags	May 2017	No Action
2.8 Leave Deferment	May 2017	Revoke/Delete
2.9 Housing – Staff	May 2017	Revoke/Delete
2.10 Housing & Allowances	May 2017	No Action
2.11 Bushfire Control	May 2017	Revoke/Delete
2.12 Shire Superannuation Contributions	May 2017	No Action
2.14 Bus Hire Policy & Conditions	May 2017	Revoke/Delete
2.15 Injury Management Policy	May 2017	No Action

2.16 Payment of Accounts	May 2017	Amend
2.17 Legal Representation Councillors & Employees	2013	No Action
2.19 Use of Shire Accommodation	May 2017	Revoke/Delete
2.20 Fees & Charges – User Pays Principle	2016	Revoke/Delete
2.21 Investments	2016	Amend
2.22 Native Title Claim Determination Applications	2017	Revoke/Delete
2.23 Tenement Applications	2017	Revoke/Delete
2.24 Strategic Rating Policy	2017	Revoke/Delete
2.25 Rating Administration	2017	No Action
2.26 Panels of Pre-Qualified Suppliers	2017	No Action
2.27 Vehicle Usage	2017	No Action
3.1 Crossovers	2013	No Action
3.3 Use of Chemicals for Shire Works	2017	No Action
3.4 Road Hierarchy	2017	No Action
4.1 Municipal Heritage Inventory Policy on Development of Listed Places	May 2017	Revoke/Delete
6.1 Commission & Quality of Works	2015	No Action

The policies (as they are) are reproduced at Appendix 10.5.2.(a)

Any recommended changes/amendments are in the Officer's Recommendation.

It should be noted that nothing precludes policies from being reviewed, amended or adopted and so on earlier than the policy manual requires; the current practice to the Shire is to do so as the need arises (but within the 2 year period).

The last review was reported to Council at the 7 December 2016 Ordinary Meeting.

Consultation

Current policy manual

Statutory Environment

Local Government Act 1995

Policy Implications

Policies become operational at the time that they are adopted (includes amendments or variations)

Financial Implications

Nil

Strategic Implications

Broadly speaking, policies form a part of the framework within which the Shire is governed and managed, which directly relates to the good governance of the Shire.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision**item 10.5.2.****MOVED CR WARD****SECONDED CR PETTERSON****That Council:**

- 1 Revokes the following policies (as outlined on following table entitled “Policy Review Outcomes July 2017”):**

Policy Number & Name	Date of Review	Action
1.8 Use of Disclaimers – Professional Indemnity	May 2017	Revoke/Delete
1.11 Nominations to Boards & Committees	May 2017	Revoke/Delete
1.14 Tourism	May 2017	Revoke/Delete
1.22 Reports, Contracts & Other Documents	May 2017	Revoke/Delete
2.8 Leave Deferment	May 2017	Revoke/Delete
2.9 Housing – Staff	May 2017	Revoke/Delete
2.11 Bushfire Control	May 2017	Revoke/Delete
2.14 Bus Hire Policy & Conditions	May 2017	Revoke/Delete
2.19 Use of Shire Accommodation	May 2017	Revoke/Delete
2.20 Fees & Charges – User Pays Principle	2016	Revoke/Delete
2.22 Native Title Claim Determination Applications	2017	Revoke/Delete
2.23 Tenement Applications	2017	Revoke/Delete
2.24 Strategic Rating Policy	2017	Revoke/Delete
4.1 Municipal Heritage Inventory Policy on Development of Listed Places	May 2017	Revoke/Delete

- 2 Amend the following policies and replace with the attached versions (Appendix 10.5.2(b)):**

Policy Number & Name	Date of Review	Action
1.17 Gifts to Retiring Members	May 2017	Amend
2.16 Payment of Accounts	May 2017	Amend

- 3 Endorse the policy review.**

CARRIED 5/0**Resolution 121/17**

10.6. Committee Reports**Officer Recommendation & Council Decision****Item 10.6.****MOVED CR HARRIS****SECONDED CR THOMAS**

That the minutes of the GVROC Council meeting held on 30 June 2017 be received.

CARRIED 5/0**Resolution 122/17****11. Elected Members Motion of Which Previous Notice Has Been Given**

Nil

12. Urgent Business Approved by the Person Presiding or by Decision of Council**Council Decision****MOVED CR PETTERSON****SECONDED CR WARD**

That the following late items be accepted by the meeting for consideration in order to adopt: -

Item 12.1. CEO Recruitment**Item 12.2. Continuing Need for Contract Electrical Services****CARRIED 5/0****Resolution 123/17**

Colin Bastow declared a financial interest and left the meeting at 1.50pm

12.1. CEO Recruitment

File:	ADM0434
Reporting Officer:	Colin Bastow, Acting Chief Executive Officer
Date of Report:	23 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Applicant for the CEO position

Purpose

The purpose of this report

Background

The advertised period for submitting applications for the CEO's position closed on Friday 14 July 2017. Therefore, Council will now need to review all applications that have been received, with the view to short listing any or all of those applicants that Council believes to be suitably qualified.

Comment

The final decision to appoint or re-advertise for a new CEO will ultimately be made by Council.

The officer's recommendations below are intended to support Council with the interviewing and selection stages of the recruitment process.

Consultation

Jim Quadrio, Shire President

Statutory Environment

Local Government Act 1995.

5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government; and

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

(2) A person is not to be employed in the position of CEO unless the council —

*(a) believes that the person is **suitably qualified** for the position; and*

(b) is satisfied with the provisions of the proposed employment contract.*

** Absolute majority required.*

Risk Assessment

There is a danger that Council's decision to appoint a CEO may be challenged if the process used does not comply with the required regulations.

Policy Implications

Nil

Financial Implications

A quote was requested from John Phillips who had previously supported Council in some CEO related matters. John Phillips had previously worked for WALGA and was heavily involved in the recruitment of local government CEO's.

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY

Officer Recommendation

MOVED CR**SECONDED CR****That Council:**

1. Approve the Shire President, after consultation with all elected members to set the dates, times and places to discuss and review all applications for the CEO's position,
2. Approve the Shire President to arrange the interview of the short listed candidates,
3. Approve the Shire President, after consultation with all elected members to set the date, time and location for the interviews.
4. As the Acting CEO is a candidate for the CEO position, approve the CEO to engage the services of a suitably qualified and experienced person/contractor that can provide independent support and advice to Council on the following matters:
 - a. How to select suitable candidates for interview,
 - b. Interview questions,
 - c. Selection process,
 - d. Review qualifications, and
 - e. Any other matter.
5. Approve the CEO to make the necessary travel and accommodation arrangements for those candidates who have been selected by Council for an interview in Wiluna.
6. Grant the Shire President the authority to notify all candidates about the outcome of their application.
7. Will make the final decision on which candidate will be offered the position of CEO.

Council Decision**Item 12.1.****MOVED CR HARRIS****SECONDED CR PETTERSON****That Council:**

1. Approves that the Shire President, after consultation with all elected members, to set the dates, times and places to discuss and review all applications for the CEO's position.
2. Approves the Shire President to arrange the interview of the short listed candidates,
3. Approves that the Shire President, after consultation with all elected members, to set the date, time and location for the interviews.
4. Acknowledges that the Acting CEO is a candidate for the CEO position but approves the CEO to engage the services of John Phillips who can provide independent support and advice to Council on the following matters:
 - a. How to select suitable candidates for interview,
 - b. Interview questions,
 - c. Selection process,
 - d. Review qualifications, and
 - e. Any other matter.
5. Approves the CEO to make the necessary travel and accommodation arrangements for those candidates who have been selected by Council for an interview in Wiluna.
6. Grant the Shire President the authority to notify all candidates about the outcome of their application.
7. Will make the final decision on which candidate will be offered the position of CEO.

CARRIED 5/0**Resolution 124/17**

Reason for change: Council wished to engage John Phillips to facilitate the Council in its deliberations for the CEO Recruitment process

*Colin Bastow returned to the meeting at 2.05pm
Graham Harris left the meeting at 2.05pm and returned at 2.08pm*

12.2. Continuing need for Contract Electrical Services

File:	ADM0442
Reporting Officer:	Warren Olsen – Acting Deputy CEO
Date of Report:	26 July 2017
Date of Meeting:	26 July 2017
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to recommend that Council formally resolves that there is a continuing need for contract electrical services.

Background

Councillors have requested a “panel tender” to establish a panel of pre-qualified suppliers for contract electrical services.

A draft “Request for Applications” in respect of contract electrical services has been prepared and was presented at this morning’s Council Forum.

Comment

It is a requirement in respect of the establishment of pre-qualified panels of suppliers that the “local government” must be satisfied that there is a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

For the avoidance of any doubt as to compliance with this requirement, it is recommended that the Council makes a formal resolution that it is satisfied that there is a continuing need for contract electrical services.

Consultation

Council forum – 26 July 2017.

Statutory Environment

The establishment of panels of pre-qualified suppliers is regulated by Part 4 Division 3 of the Local Government (Functions and General) Regulations 1996.

Sub-regulation 24AC (1) states as follows:

- (1) A local government must not establish a panel of pre-qualified suppliers unless —
 - (a) it has a written policy that makes provision in respect of the matters set out in subregulation (2); and
 - (b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

Risk Assessment

The purpose of the recommendation in this report is to mitigate the risk that the Department of Local Government and Communities may subsequently find fault with the Shire’s process of establishing a pre-qualified panel of suppliers in respect of contract electrical services.

Policy Implications

Nil. The draft RFA document has been prepared in compliance with section 10 of Policy no. 2.6.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 12.2*****MOVED CR HARRIS****SECONDED CR PETTERSON****That:**

1. The Council is satisfied that there is a continuing need for the supply of contract electrical services; and
2. The CEO be instructed to invite applications to be appointed to a panel of pre-qualified suppliers of contract electrical services.

CARRIED 5/0**Resolution 125/17****13. Matters Behind Closed Doors**

Nil

14. Closure

There being no further business the Chairperson closed the meeting at 2.10pm.

These minutes were confirmed at the Ordinary Meeting of Council on the 23 August 2017

Signed _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date: _____

17th July 2017

Tracey Luke
Executive Manager Community & Economic Development
Shire of Wiluna
5/30 Scotia Street,
Wiluna WA 6646

By email: AGM@wiluna.wa.gov.au

Dear Tracey,

Re: Shire of Wiluna Public Swimming Pool Management Contract

Thank you for the opportunity to present our proposal to manage Wiluna Public Swimming Pool from the commencement of the coming summer season.

We are cognisant of the challenges of managing a remote facility, particularly when it comes to identifying and retaining staff that can deliver the services expected to the standard of all stakeholders. For this reason we have carefully considered our approach to managing the Wiluna Swimming Pool. Furthermore we have reviewed Part 2, Specification from the RFT issued in June as the basis for how the Shire expects the facility to be managed.

Given the requirements of facility, we are pleased to propose a non-guaranteed fee for service offer to the Shire of Wiluna for the management of its swimming pool. The fee schedule below details the basis of our fees in operating this facility and incorporate the provision of essential and optional services as outlined in the tender document.

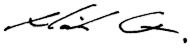
Item	Amount (ex GST)	Inclusions
Labour Services	\$126,239	- Supervision per specification - Oncosts
Travel Levy	\$13,000	- Travel - Accommodation
Accounting Services	\$16,000	- Payroll - Accounting - Accounts payable & receivable - Monthly reports (P & L)
Management Fee	\$16,000	- Executive support - Access to BL systems
Total Annual Fees	\$171,239	

With our proposal all revenues generated from operations would be retained by the Shire. The Shire would also be responsible for all operational expenses with exception to the items listed above. Should our proposal be accepted, we will work with the Shire to develop an agreed budget for the Pool which would form a cap for expenditure beyond which Shire approval is required.

We believe this proposal provides a value for money solution that will give the Shire the high quality aquatic management services it desires.

Should you have further questions regarding our proposal or would like to arrange some time to discuss it in more detail, please contact our WA State Manager, Rohan Gunton on mobile 0466 324 236.

Yours sincerely,



Nick Cox

Chief Executive Officer

Belgravia Leisure

Appendix 10.4.2

Shire of Wiluna
INVESTMENT REGISTER
30-Jun-17

						Investments Movement				
Account	Type	Institution	Term Days	Yield	Maturity	Balance B/fwd	Transfers In	Actual Interest	Transfers Out	Closing Balance
416037	Fixed Term Deposit	AMP Bank	182	2.75%	28-Aug-17	4,347,809.42		0.00		4,347,809.42
016307-33773	Call Deposit	ANZ	n/a	Varies	n/a	6,080,898.84	1,700,000.00	5,797.68	2,970,000.00	4,816,696.52
999 999 947	Fixed Term Deposit	NAB	90	2.45%	06-Jun-17	1,302,605.07		7,869.16	1,310,474.23	0.00
11 510 793	Fixed Term Deposit	ME Bank	90	2.52%	04-Sep-17	0.00	1,310,474.23	0.00		1,310,474.23
999 999 947	Fixed Term Deposit	NAB	90	2.37%	10-Oct-17	0.00	1,650,000.00	0.00		1,650,000.00
9774-91886	Fixed Term Deposit	ANZ	55	1.75%	04-Sep-17	0.00	100,000.00	0.00		100,000.00
200-72581107	31-Day Notice Acct	AMP Bank	43	2.15%	28-Aug-17	0.00	1,000,000.00	0.00		1,000,000.00
Total Investments						11,731,313.33	5,760,474.23	13,666.84	4,280,474.23	13,224,980.17
Represented By:										
L072300	Reserve - Airport	ME Bank	90	2.45%	04-Sep-17	1,108,716.62		6,697.86		1,115,414.48
L072100	Reserve - Asset Replaceme	AMP Bank			28-Aug-17	3,238,321.40	1,000,000.00	0.00		4,238,321.40
L072200	Reserve - Computer	ME Bank	90	2.45%	04-Sep-17	103,146.99		623.12		103,770.11
L072400	Reserve - Leave				04-Sep-17	74,537.75	100,000.00	450.29		174,988.04
L072500	Reserve - Wiluna Telecentr	ME Bank	90	2.45%	04-Sep-17	16,203.71		97.89		16,301.60
L072505	Reserve - Caravan Park	NAB	90	2.37%	10-Oct-17	0.00	45,000.00			45,000.00
L072506	Reserve - H & I Centre	NAB	90	2.37%	10-Oct-17	0.00	593,835.00			593,835.00
L072507	Reserve - Unspent Grants	NAB	90	2.37%	10-Oct-17	0.00	111,165.00			111,165.00
L072508	Reserve - Community Deve	NAB	90	2.37%	10-Oct-17	0.00	900,000.00			900,000.00
Sub Total Reserves						4,540,926.47	2,750,000.00	7,869.16	0.00	7,298,795.63
	Restricted - Loan	AMP Bank	182	2.75%	28-Aug-17	1,109,488.02		0.00	0.00	1,109,488.02
	Call Deposit Account	ANZ	n/a	Varies	n/a	6,080,898.84	1,700,000.00	5,797.68	2,970,000.00	4,816,696.52
Sub Total Reserves						7,190,386.86	1,700,000.00	5,797.68	2,970,000.00	5,926,184.54
Total Funds Invested						11,731,313.33	4,450,000.00	13,666.84	2,970,000.00	13,224,980.17

Shire of Wiluna

Strategic One Off Projects

Rank	Project Code	Projects	Description	Responsible Department	Responsible Officer
1	61	Club Hotel	Purchase and Renovate the building for Accommodation and Office.	Corporate Services	
2	6	Heritage & Interpretive Centre	Renovation of old hospital	Corporate Services	
3	22	Staff Housing	Purchase 15 x additional staff housing @ \$375,000 ea.	Corporate Services	
3	63	Residential Land Purchase (Wiluna)	To purchase 5x Residential Housing Lots around Wiluna	Corporate Services	
4	12	Caravan Park	Major Renovations and operate the newly aquired Wiluna Carvan Park	Community Develop	
5	1	Goldfields Highway (Seal)	The sealing of the Highway	Engineering	
6	50	Prospecting Pack	Develop a prospecting pack to encourage local tourism	Community Develop	
7	3	Main Street / Streetscape	Renovate Main street and Streetscape	Engineering	
8	2	Airstrip Upgrade	Terminal \$500,000, Fencing and Other Upgrades \$1,500,000	Engineering	
9	4	Desert Gold (Horticultural)	Support the development of local Agriculture	Community Develop	
10	9	Wiluna Southern Structure Plan including Head Works	Promote and support the development of housing in the South of Wiluna	Corporate Services	
11	21	Miners living in Town	Encourage Miners to live in Wiluna	Corporate Services	
12	23	Industrial Units	Construct additional Industrial units to encourage business to relocate to Wiluna	Corporate Services	
13	11	Engagement of Aboriginal Community	Establish policies and practices that will support the positive engagement of local aboriginals	Community Develop	
14	13	Small Business Development	Support small business development	Community Develop	

Shire of Wiluna

Strategic One Off Projects

Rank	Project Code	Projects	Description	Responsible Department	Responsible Officer
16	20	Accommodation & Public Housing	Advocate for additional accommodation and public housing within Wiluna	Corporate Services	
17	26	Anti Social Behaviour & Sense of Community	Lighting, CCTV and community engagement	Community Develop	
18	28	Increase Population	Provision of local infrastructure, community activities and advocating for employment opportunities	Community Develop	
19	31	Annual Community Events including Families	Major events	Community Develop	
20	47	Aboriginal Bush Tucker / Cultural Business Opportunity	Support local business.	Community Develop	
21	49	Tavern (Not Pub)	Bring business to Town	Economic Develop	
22	53	Aged Care	Construct and rent 5 x Aged Care Units in Wiluna	Community Develop	
23	55	Community Resource Centre (CRC)	Purchase of equipment and furniture.	Community Develop	
24	56	Social/Sporting Club	Support the establishment of a community social/sporting club	Community Develop	
25	58	CCTV	Main Street & Other High Problem Areas, Shire Building and other facilities	Corporate Services	
26	60	Facility Renovations/Upgrade	* Sporting Events will require the upgrade of the Shire's race track etc.	Engineering	
27	62	Single Person Quarters	Build shared accommodation	Corporate Services	
28	34	Road House	Fuel Station, Accommodation & Restaurant	Economic Develop	
29	71	Outdoor History Display/Museum	Place to display historical items	Community Develop	
30	70	Local Meeting Places	Strategically place Shelter around place to encourage and control public gatherings and events	Community Develop	
31	68	Nature Based Camping	Establish a nature based camp site for short stay	Community Develop	
32	67	Recreation Facility Redevelopment	Redesign existing recreation facility lay out	Community Develop	

Shire of Wiluna

Strategic One Off Projects

Rank	Project Code	Projects	Description	Responsible Department	Responsible Officer
33	66	Water Source (Wiluna)	Irrigation of Park, Garden & Reserves	Engineering	
34	69	Community Art	Purchase statues and other large artwork for around town	Community Develop	
35	64	Fire & Rescue Services	Upgrade existing Bush Fire Brigade - Purchase Additional Equipment	Community Develop	
36	48	Playground	Upgrade local playgrounds	Community Develop	
37	19	Youth Mentoring Program	Support a local youth mentoring program within Wiluna	Community Develop	
38	33	Golf Course	Upgrade local golf course	Community Develop	
39	36	Signage	Tourist signage	Community Develop	
40	37	Banner Poles	Tourist and other promotional banners	Community Develop	
41	39	Undercover Basketball/Badminton	Construct shelters	Corporate Services	
42	65	Develop Tourist Tracks & Trails	Signage and Promotion	Community Develop	
43	59	Outdoor Cinema	Construct a outdoor cinema	Community Develop	
44	7	Jobs, employment & Apprenticeships	Ensure there is a functional GETS	Community Develop	
45	18	Picnic Spot/Shade Area/Water/Dump Point	Provide community infrastructure	Community Develop	
46	40	Parks, Gardens (Green Space)	Upgrade parks and reserves	Engineering	
47	14	TAFE/Education	Encourage the reopening of a local TAFE	Community Develop	
48	17	High School Education	Ensure quality high school education is provided in Wiluna	Community Develop	
49	27	Café	Bring business to Town	Economic Develop	
50	30	Restaurant	Support local business.	Economic Develop	
51	32	After Hour ATM	Financial Institution	Economic Develop	
52	38	Food Co-op	Support the establishment of a local food co-op	Community Develop	

Shire of Wiluna

Strategic One Off Projects

Rank	Project Code	Projects	Description	Responsible Department	Responsible Officer
53	41	Hairdresser	Bring business to Town	Economic Develop	
54	46	Youth Hostel	Support the establishment of a local youth hostel	Community Develop	
55	51	Laundromat	Support the establishment of a laundromat	Economic Develop	
56	42	Adventure Playground	Construct an adventure playground	Community Develop	
57	44	Shop Units	Construct shop units to encourage business development within Wiluna	Corporate Services	
58	54	Motor Sport/Burnouts/Carts/Enduro/Motor Cross	* Community Event	Community Develop	
59	57	Race Course/Camp Draft/Rodeo	* Community Event	Community Develop	
60	45	Child Care	Construct and operate a child care facility within Wiluna	Community Develop	
61	24	Red Tap Impediments	Reduce red tape and other impediments to business investment within Wiluna	Corporate Services	
62	72	Amphitheatre	Public meetings, Outdoor Cinema	Community Develop	

Shire of Wiluna Policy Manual

POLICY:	THE POLICY MANUAL RECORD
POLICY NO:	1.1
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED: (INC AMENDMENTS)	25 SEPTEMBER 2013 RESOLUTION 085/13
DATE TO BE REVIEWED:	2015

- 1 It is the policy of Council to maintain a manual that records the various policies of Council.
- 2 Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
- 3 The objectives of the Policy Manual are:
 - To provide Council with a formal written records of all policy decisions; and
 - To provide the staff with precise guidelines in which to act in accordance with Council wishes; and
 - To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council; and
 - To enable Councilors to adequately handle enquiries from electors without undue reference to the staff or the Council; and
 - To enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
 - To enable the ratepayer to obtain immediate advice on matters of Council policy.
- 4 The Policy Manual will be maintained and updated as and when a policy is adopted, varied or rescinded by the Council, and a register showing past policies of the Council must also be maintained
- 5 The Policy Manual is to be uploaded onto the Shire of Wiluna's website, and amended policies are to be uploaded as soon as is practicable after adoption by the Council
- 6 The Council is to carry out a review of the complete policy manual annually when the delegations of authority to the Chief Executive Officer are reviewed; a review of individual policies must also be done within two years from adoption of that policy or its last review

Shire of Wiluna Policy Manual

- 7 All Staff and Councillors are to be provided access to and/or a copy of the Policy Manual. The manuals remain the property of the Council.
- 8 Provision of printed/hard-copies to other parties is at the discretion of the Chief Executive Officer and may incur copy charges (as set in the annual fees and charges adopted each year by Council).

All printed copies issued must be done so with a disclaimer that printed copy is only warranted at the time of printing and that reference should be made to the official manual (located on Shire's website) rather than relying upon printed copy.

- 9 Changes to Council policy shall only be made on:
 - Resolution of Council or
 - Requirements of statute or legislation, in order to ensure compliance.

Any changes to policies because of statutory/legislative compliance are to be authorised by the Chief Executive Officer and reported at the next Ordinary Meeting of the Council

Shire of Wiluna Policy Manual

POLICY:	PUBLIC QUESTION TIME
POLICY NO:	1.3
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 SEPTEMBER 2013 RESOLUTION 086/13
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Council welcomes to those who wish to attend any meeting of the Council.

The Local Government Act 1995 ("the Act") requires that Council set aside a period of "Public Question Time" in order to enable a member of the public to put to the Council a question about any works, services or activity of the Shire/Council or of the Shire Council involvement.

The Act and the Shire of Wiluna Local Law (Standing Orders) 1999 sets out the procedure and process for the asking of and responding to questions raised. The actual proceedings may vary on occasion, however, they are determined by the Chairperson presiding at the meeting (normally the Shire President).

Public Question Time is held immediately prior to the commencement of any meeting of the Council that is open to the public (unless the Act or associated regulations prescribe otherwise) and will generally run for 15 minutes. If there are more questions than this time permits, the Chairperson may allow the forum to operate for a longer period. If there are no questions or insufficient questions (in terms of time), the Chairperson may then decide the forum will last less than the 15 minute period.

The intent of the Act is that Public Question Time precedes the discussion of any matter that requires a decision to be made by Council. The purpose/intent is to also ensure that questions be directed, in the first instance, to matters to be discussed by Council at that meeting.

The Department of Local Government operational guidelines for managing public question time provides that each person who wishes to ask a question is to be given an equal and fair opportunity to do so and to receive a response. However, in order for 'Public Question Time' to be effective, the time must be managed by the Chairperson presiding. Wherever possible, responses to the question will be provided at that same meeting. Responses may be provided by staff, but this is also decided upon by the Chairperson.

Giving full regard to legislative and statutory requirements and best practice guidelines, the following will be applied at any Meeting of the Council of the Shire of Wiluna:

- 1 Questions on matters listed in the Agenda for that meeting will be given first priority;*
- 2 Persons wishing to ask questions will be requested to come forward and:*

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- a) Give their name
- b) State their question;

- 3 The question will be responded to, taken on notice, or not accepted by the Chairperson;
- 4 Statements are not to be read out – It is QUESTION time;
- 5 Public Question Time is not to be treated as an arena for debate
- 6 Each member of the public will be given equal opportunity to ask questions, and therefore they will be permitted to ask only three (3) questions initially;
- 7 If time permits, the Chairperson could allow individuals to ask further questions, after all members of the public have had the opportunity to put questions;
- 8 As per the Department of Local Government's 'Managing Public Question Time' guidelines, the Presiding Officer will NOT take questions that:
 - Are considered to be offensive or defamatory in nature and would potentially expose the Shire of Wiluna to legal action for republishing defamatory remarks – the person may be invited to rephrase their question;
 - Contains offensive language or questions the competency of Council members, staff or associated persons;
 - Relate to the personal affairs or actions of Council members or employees;
 - Relate to confidential matters, legal advice or legal proceedings;
 - Have been answered by earlier questions, or questions at a previous meeting

Where a question is taken on notice, the question will be recorded and a written response provided to the questioner as soon as is practicable.

Where a question is taken on notice, the question will be included in the Minutes of the Meeting at which the question was asked. For reasons of clarity, the question will also be repeated in the Minutes of the Meeting at which the response is recorded.

There is a statutory requirement for a summary of both the question and the response given during Public Question Time to be recorded in the Minutes. The name of the person who asks the question will also be included in the summary.

The Department of Local Government's 'Managing Public Question Time' guidelines will be the reference for any issues that arise other than those referred to in this policy. The final decision, however, will be at the discretion of the Presiding Officer having given due regard to statutory requirements, aforesaid guidelines and provisions of this policy.

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POLICY:	GRATUITY PAYMENTS
POLICY NO:	1.4
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Policy Statement

With effect from 01 July 2015: When an employee leaves their employment or is made redundant, they may be given a good or service as a token of appreciation for their commitment and service to the Shire of Wiluna.

Policy Objective

This Gratuity Policy outlines the circumstances in which gratuity payments may be made to an employee. This policy should be read in conjunction with section 5.50 of the Local Government Act 1995 and Local Government Administration Regulations 1996, specifically regulation 19a. A gratuity payment is paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy does not form a contractual entitlement for any employee of the Local Government.

Commitment

The Shire of Wiluna is committed to recognising long serving employees within the parameters set by the Local Government Act 1995 and the associated regulations.

Eligibility for Gratuity Payments

An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee's services are ceasing with the Local Government for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government);
- Retirement; or
- Redundancy.

An employee who has been dismissed by the Shire of Wiluna for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy

The Chief Executive Officer is authorised to approve Petty Cash claims in accordance with the limits prescribed by this policy. Funds will be allocated as part of the Local Government's budget preparation process and unexpended amounts will be returned to general revenue.

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Prescribed Amounts for Gratuity Payments

For Officers other than the Chief Executive Officer:

<u>Number of Years' Service</u>	<u>Amount of Gratuity</u>
<u>Continuous service of less than 2 years</u>	<u>Statement of Service</u>
<u>Continuous service greater than 2 years but less than 5 years</u>	<u>A Statement of Service and a gift, or contribution towards a gift, to the value of \$20.00.</u>
<u>Continuous service greater than 5 years but less than 10 years</u>	<u>A Statement of Service and a gift or contribution towards a gift of \$20 for each year of service.</u> <u>Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a time and place determined to suitable by the Chief Executive Officer.</u>
<u>Continuous service greater than 10 years but less than 15 years</u>	<u>A Statement of Service and a gift or contribution towards a gift of \$30.00 for each year of service.</u> <u>Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a time and place determined to suitable by the Chief Executive Officer.</u>
<u>Continuous service greater than 15 years but less than 20 years</u>	<u>A Statement of Service and a gift or contribution towards a gift of \$40.00 for each year of service.</u> <u>Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a time and place determined to suitable by the Chief Executive Officer.</u>
<u>Continuous service greater than 20 years</u>	<u>A Statement of Service and a gift or contribution towards a gift of \$50.00 for each year of service.</u> <u>Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a time and place determined to suitable by the Chief Executive Officer.</u>

The Local Government Administration Regulations 1996 Part 4 (19A) limits the monetary value of gratuities paid to employees who are finishing employment with a local government to a maximum \$5000.00.

For the Chief Executive Officer:

Council to consider a payment of up to a maximum for \$5,000.00 based on the Council's assessment of the quality of service of that Chief Executive Officer and not the length of service.

The Local Government Administration Regulations 1996 Part 4 (19A) limits the monetary value of gratuities paid to employees who are finishing employment with a local government to a maximum \$5000.00.

The Shire of Wiluna acknowledges that at the time this policy was adopted, employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by,

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legislation or a relevant industrial instrument.

The Shire of Wiluna has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.

Determining Service

For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.
- For the purpose of this policy, continuous service shall not include:
- Any period of unauthorised absence from duty unless **Council** determines otherwise;
- Any period of unpaid leave unless the **Council** determines otherwise; or
- Any period of absence from duty on parental leave unless the **Council** determines otherwise.

Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire of Wiluna in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Payments in addition to this Policy

The Shire of Wiluna agrees not to make any gratuity payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and the Shire of Wiluna has caused local public notification to be given in relation to the variation.

Final Determination

The Chief Executive Officer shall make the final determination with respect to whether an employee will receive and the form of the gratuity to be made, taking into account the employee's performance over the eligible period of service.

In the case of the gratuity payment applying to the Chief Executive Officer, the Council must make the final determination with respect to whether the Chief Executive Officer will receive and the form of the gratuity to be made, taking into account the employee's performance/quality of service.

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Financial Implications

The Shire of Wiluna acknowledges that at the time the policy was introduced, the financial implications to the Shire of Wiluna were understood and that these financial implications had been investigated based on the workforce position current at that time.

The Shire of Wiluna will take reasonable steps to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to anyone involved in administering a gratuity payment. Any breaches of the policy may lead to disciplinary action.

Variation to this Policy

This policy may be cancelled or varied from time to time by Council resolution or if statutory/legislative requirements require so. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method

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POLICY:	PUBLIC RELATIONS - GREETINGS
POLICY NO:	1.5
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, prominent and long-term citizens of the Shire of Wiluna.

Those persons to be recognised for well wishes will be at the discretion of the Chief Executive Officer in confirmation with Councillors and staff, but due regard is to be given to such things as length of service, service to the community and community attributes.

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POLICY:	CITIZENSHIP CEREMONIES
POLICY NO:	1.6
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

That as a matter of policy, with regard to the Conduct of Citizenship Ceremonies:

- 1 The Chief Executive Officer, Shire President and Deputy Shire President are authorised to conduct citizenship ceremonies for the Shire of Wiluna
- 2 The timing and venue of the citizenship ceremony and the Authorised person to conduct the ceremony is to be determined by the Chief Executive Officer in liaison/consultation with the person to be granted their citizenship
- 3 In the event that the Chief Executive Officer, Shire President or Deputy Shire President will not be available on the date determined under sub-paragraph two (2), the Chief Executive Officer is to authorise a Councillors that is available, to conduct the ceremony.

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POLICY:	USE OF SHIRE LOGO
POLICY NO:	1.7
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 SEPTEMBER 2013 RESOLUTION 086/13
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

- 1 The Shire of Wiluna logo is as follows:



- 2 The Shire of Wiluna logo is to be shown on official Shire of Wiluna material and stationery and/or as directed by the Chief Executive Officer and/or Council. This includes but is not limited to: letterheads, envelopes, reports and publications, agendas and minutes.
- 3 The use of this logo is only allowed through written permission of the Chief Executive Officer, and will only be considered for Shire/Council sponsored events or programmes, or where there is a clear demonstration of a commercial or strategic benefit to the Shire of Wiluna.
- 4 Unauthorised use of the logo will result in prosecution

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POLICY:	USE OF DISCLAIMERS – PROFESSIONAL INDEMNITY
POLICY NO:	1.8
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Council adopts as policy the use of disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Council's insurers.

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POLICY:	MEDIA STATEMENTS
POLICY NO:	1.9
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Policy Objectives

- To provide a framework for Council and staff when liaising with the media and provide consistency of messages.
- The objective of all media liaison should be to promote the positive image of the Shire, to provide effective media communication with the community and to provide a mechanism for the role of Council as the 'entity' and individual Councillors when requested to make media comment.
- The Shire aims to provide timely, accurate information to the community through the media and to be open and transparent in its operations.
- The value of the media to local government cannot be underestimated. This organisation should maintain a good working relationship with journalists and editors and endeavour to address media enquiries promptly.

Definitions:

Media is defined as all electronic and print media organisations including:

- Newspapers
- Television
- Radio
- Magazines
- Professional Journals
- Freelance Journalists
- News Websites
- Social Media

A media release is a document intended for media to inform or promote any aspect or activity of the Shire.

Policy:

The Shire of Wiluna encourages the use of the media as part of their strategic plans to promote the efforts of the Shire of Wiluna.

The Chief Executive Officer is responsible for managing all media liaison to ensure maximum impact, enhanced presentation of photo opportunities, radio and television coverage.

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Procedure:

Media Spokesperson

In accordance with the Local Government Act: the Shire President is the principal spokesperson for the Shire and Council. The Shire President may choose to delegate the commentary position to the Chief Executive Officer or Councillor.

It is acknowledged that the Chief Executive Officer will, when appropriate, be required to comment to the media regarding operational issues or matters of a general nature. When doing so, the Chief Executive Officer is not to offer Council view, attitude, stance or the like on any issue unless merely reporting a Council decision. The Chief Executive Officer will advise the Shire President of any comments made to the media to ensure a consistent, co-ordinated approach to media management is maintained at all times.

Media Releases

The principal method for the Shire to notify the media of events and activities is through a written media release. Staff are to complete a draft media release statement.

After a media release has been drafted it will proceed through the following approval process:

- 1 Chief Executive Officer to check factual components, context, potential liability and strategic context;
- 2 Shire President to have final approval
- 3 Copies of media releases to be emailed to Councillors for their information.

In the case of the media release reporting information about an event/activity taking place or that has taken place and/or where the subject material is for information only and is not expected to be one of a controversial nature, the Chief Executive Officer has authorised to give the final approval.

Media Enquiries

The response will depend on the inquiry. The response may be in the form of a formal media statement, supplying quotes via email, an organised media briefing or direct phone response.

Shire Staff

On occasion, media representatives may contact the Shire staff directly for comment. This is to be discouraged and all such queries are to be directed in the first instance to the Chief Executive Officer.

The Chief Executive Officer is the sole contact for all media enquiries and is responsible for co-ordinating all media contact. If media contacts a Shire officer directly, the officer must inform the journalist that it is Shire policy for the journalist to approach the Chief Executive Officer, who will then liaise with and/or refer to the Shire President.

Staff, including the Chief Executive Officer, are not authorised to give comments on behalf of the Shire to media unless they are the contact on a media release or have been authorised by the Shire President or Chief Executive Officer

If a staff member is approached to make a personal comment to the media they need to ensure that no connection with the Shire is evident within the interview.

For example: staff expressing a personal view should not be wearing a Shire uniform or be filmed or photographed near a Shire vehicle.

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Staff members who use social media in their own free time, are not permitted to appear to represent views of the Shire or to act as spokesperson on behalf of the Shire. Shire staff must use discretion and not post anything that could reasonably be seen to be associated with their role at the Shire of Wiluna and/or the Shire of Wiluna and/or bring about disrepute or embarrassment for the Shire. Staff may be deemed to be breaching the Council's adopted Code of Conduct if they act contrary to this requirement.

Councillors

The Shire President is the principal spokesperson for the Shire and Council as expressed in the Local Government Act 1995. Councillors are not to express a Council view, attitude or stance on any issue without approval from the Shire President.

A Councillor's right to express a personal opinion on any issue of public interest is recognised and it should always be made clear to the journalist that they are expressing a personal opinion.

Councillors should advise the Shire President of any comments made to the media to ensure a consistent, co-ordinated approach to media management is maintained at all times.

Councillors who use social media in their own free time, are not permitted to appear to represent views of the Shire or to act as spokesperson on behalf of the Shire. Councillors must use discretion and not post anything that could reasonably be seen to be associated with their role at the Shire of Wiluna and/or Shire of Wiluna and/or bring about disrepute or embarrassment for the Shire. Councillors may be deemed to be breaching the Council's adopted Code of Conduct if they act contrary to this requirement.

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POLICY:	DONATIONS
POLICY NO:	1.10
SECTION:	GOVERNANCE
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

As a matter of policy:

1. Council will consider requests in writing for donations greater than \$500 all such requests will be considered on merits that will include but not be limited to the following:
 - (a) The purpose or reason for the donation request
 - (b) The role of that individual/organisation within the Shire of Wiluna district
 - (c) The benefits that will be incurred, or reasonably be expected to be incurred, by the Shire and/or residents and community at large from the purpose of the donation
 - (d) The benefits that will be incurred by the individual/body from the purpose of the donation
 - (e) Budgetary provisions/constraints
2. Donations of \$500 or less may be made at the discretion of the Chief Executive Officer after consideration of merits outlined in subparagraph 1; however, nothing is to prohibit the Chief Executive Officer from referring all written requests to the Council for determination
3. Any donation approved by the Chief Executive Officer is to be reported to Councillors in writing
4. Council and/or the Chief Executive Officer declines under any circumstances to provide standing or annual donations, preferring to re-assess the needs of individuals and organisations in such cases as and when appropriate.
5. The Chief Executive Officer is determine and request from the applicant all/any information deemed necessary prior to the request being presented to Council for consideration or the Chief Executive Officer approving the donation.

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POLICY:	NOMINATIONS TO BOARDS & COMMITTEES
POLICY NO:	1.11
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 JUNE 2014 Res. 076/14
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Council will nominate the following representatives to the Boards and Committees:

Organisation	Delegate	Proxy	Staff
Goldfields Voluntary Regional Operational Council (GVROC) (Two Delegates)	President D/ President	Cr Thomas	CEO
Goldfields Esperance Regional Collaborative Group (GERCG) (Two Delegates)	President D/President	Cr Thomas	NA
Goldfields Esperance Country Zone (GECZ) of WALGA	President	Cr Thomas	CEO
Development Assessment Panels (DAPs) (2 year term – Minister to advise and appoint)	Cr Quadrio Cr Harris Cr Webb	Cr Ward	
Goldfields Esperance Regional Road Group	President D/President	Cr Ward	CEO
Regional Partnership Agreement Management Committee	D/President	Councillor	CEO
Local Emergency Management Committee (LEMC) and Chairperson	D/President		CEO EMTS

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Nominations for and the election of delegates to the above organisation is to be carried out at the Ordinary Meeting of Council held November of each year.

That delegates representing Council at Association Conferences (WALGA) shall vote and move motions as they see fit and as they believe reflects the views of Council. This authority is granted subject to the delegates reporting back to Council the proceedings of the Conferences at the next Ordinary Meeting.

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POLICY:	TOURISM
POLICY NO:	1.14
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015
	RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

1. Council shall work closely with the Western Australian Tourism commission, and other relevant Tourism and Government Departments, in all aspects of tourist development within the municipality and the north eastern goldfields.2.
2. Council shall endeavour to assist (financially and by other means) tourist organisations or events, which have the potential to develop tourism in the Wiluna Shire.
3. Council shall seek representation on appropriate tourist organisations.
4. In the formulation of planning policies, Council shall have regard to the requirements of tourism development.
5. Council, in its review of planning instruments, i.e. Strategic Plans, Town Planning Scheme, etc. will take into consideration policies on tourism and other leisure related issues.
6. In the preparation of local laws, Council shall have regard to their impact on tourism and the balanced development of the municipality.
7. Council shall encourage tourism product development and investment throughout the area and will facilitate the development application process.
8. Council shall ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
9. When considering tourism projects, Council shall consider the social, cultural, economic and environmental impact of the proposal within the area.
10. Council shall initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within the municipality.
11. Council shall seek financial involvement from other sources wherever possible in the provision of tourist facilities.
12. Council shall, where practicable, support the establishment of National Parks, enhancement of specific natural features, conservation areas of outstanding beauty, and recognise items of heritage significance.

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POLICY:	REGIONAL ALLIANCE
POLICY NO:	1.15
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

The Council of the Shire of Wiluna recognises the unique geographical location of the district of Wiluna with regard to the adjoining local governments and towns as well as regional centres/cities.

Unless legislation or statute requires otherwise (i.e. in the case of Regional Road Groups or Royalties for Regions funding): the Shire of Wiluna will collaborate/partner/co-operate or the like with the local government and/or regional organisation that is able to provide the better outcomes or benefit the Council is seeking.

The Council acknowledges that the Shire's participation in any collaboration/partnership/co-operations or the like is limited by financial implications and/or the other party's approval.

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POLICY:	GIFTS TO RETIRING MEMBERS
POLICY NO:	1.17
SECTION:	GOVERNANCE
COUNCIL MEETING HELD& ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

As a matter of policy:

- 1 The President together with the CEO may approve the purchase a gift for retiring members in accordance with the requirements of the Local Government (Administration) Regulation 34AC:
 - (a) The retiring member must have served 1 full 4 year term.
 - (b) The gift may be to an amount up to \$100 for each year of service to a maximum of \$1000 in total.
- 2 When making a decision as per subparagraph one(1) , consideration to be given to:
 - (a) The length of continuous service of the retiring member
 - (b) The quality of service of the retiring member including but not limited to: community and key stakeholder relationships and active participation as an elected member
- 3 Wherever practicable such a gift should be presented at a Council meeting.

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POLICY:	URANIUM MINING IN THE SHIRE OF WILUNA
POLICY NO:	1.20
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED/ REVIWED:	15 DECEMBER 2014 Resolution 169/14
DATE TO BE REVIEWED:	2016

The Shire of Wiluna supports continuing exploration for uranium in the Shire and will consider giving its approval to applications to mine uranium on the understanding that any company proposing to mine uranium will:

- comply fully with all statutory requirements
- give a clear undertaking that it will strive to attain best practice and zero harm in its operations at all times
- work with the Council to assess the likely social, economic and environmental impacts on the Shire
- include Council in all community investment and development planning and social impact assessments it may undertake
- work with Council to develop and implement a Community Development Plan over the projected life of the mine so as to create a sustainable environment for the community now and into the future.

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POLICY:	REPORTS, CONTRACTS AND OTHER DOCUMENTS
POLICY NO:	1.22
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

That any report, contract or other document that has been prepared on a matter that relates to the management or administration of the Shire be presented/tabled at a Council meeting for consideration and discussion by Council. Items of a confidential nature to be presented under matters to be considered behind closed doors.

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POLICY:	DELEGATES REPORTS COUNCILLORS/OFFICERS
POLICY NO:	1.23
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Unless otherwise required by statute or legislation (e.g. Local Laws): Councillors attending any conferences, seminars or meetings as delegates or representatives of the Council of the Shire of Wiluna are required to provide a brief written report on the activity, including any issues/outcomes, at the next Council Forum.

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POLICY:	ELECTED MEMBERS: REPRESENTATION/DELEGATION & PROFESSIONAL DEVELOPMENT
POLICY NO:	1.25
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	26 March 2013
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

1 INTRODUCTION

It is important that Elected Members/Councillors, as part of their roles and responsibilities as a Councillor, participate in professional development by attendance at conferences, seminars, training and development programmes, as well as undertake representation/delegation on behalf of the Shire of Wiluna.

2 OBJECTIVE/AIM

The intention of this policy is to:

- Create the framework from within which the Chief Executive Officer can administer Elected Members professional development and representation
- Ensure there is equity in the distribution of professional development opportunities for elected members
- Strike a balance between financial imposition and beneficial outcomes of elected member professional development opportunities

3 DEFINITIONS

For this purpose of this policy:

- a) Council/Shire-related events outside the district: This is in respect of those meetings that Councillors are required to attend as part of their role and includes: GVROC, GERCG, Regional Road group, regional council memberships, meeting with Ministers of the Crown, and where Councillor/s attending is making a direct representation on behalf of the Council. The term delegate and/or representative may be referred to.
- b) Elected members professional development relates to those opportunities for opportunities directly related to the role and responsibility of Councillors. The term delegate may be used here.

The WALGA elected member development courses included in the Diploma of Local Government and the annual Local Government week conference are included in this category.

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- c) Other: Often there are other local government conferences, seminars and so forth where it is desirable that the Shire have a delegate/s or where the attendance may be beneficial. The National General Assembly of Local Government and the National Local Roads and Transport Congress are included in this category. The term representative or delegate will be used here.

POLICY STATEMENT

4 Council/Shire-related events outside the district:

4.1 Attendees:

- a) Representatives will be as per Council resolution; representation can only be changed/amended upon Council resolution
- b) Deputy/proxy delegates are encouraged to attend where possible to ensure that they are sufficiently knowledge and familiar with the business of the particular committee/organisation
- c) If an opportunity to meet with a Minister, ministerial committee or representative, joint standing committee and the like arises and the timing is before a Council resolution can be adopted, the Chief Executive Officer is to liaise with the Shire President to determine approval for attendance

4.2 Costs/expenses:

- a) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- b) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- c) Representative who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal (WA) for elected members
- d) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner.

5 Elected members professional development

5.1 Local Government Week:

- a) All Councillors and the Chief Executive Officer are authorised to attend the annual WA Local Government Week
- b) The costs of travel and accommodation, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport

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- d) Representatives who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2 WALGA Courses – Diploma of Local Government:

5.2.1 Online

- a) Any Councillor is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government online
- b) The cost of the online enrolment will be met by the Shire of Wiluna
- c) A training record, including proof of attendance and statement of attainment is required to be kept on the Shire's record management system

5.2.2 In-person

- a) Any Councillors is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government in person
- b) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- d) Delegates who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2.3 Other Professional Development

- a) Attendance at any other professional development opportunity must first be approved by Council resolution, with the Council also resolving what expenses/costs will be met by the Shire of Wiluna

6 Other:

6.1 National General Assembly of Local Government Week

- a) It is desirable that the Shire of Wiluna sent a maximum of two elected members and the Chief Executive Officer to this annual conference;
- b) Costs as outlined in Sub-paragraph 5.1 sub-sections a and b will be met by the Shire of Wiluna

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- 6.2 National Local Roads and Transport Congress
Requirements as per sub-paragraph 5.1 sub-section a and b will apply
- 6.3 Other conferences/seminars/forums etc.
If a Councillor believes attendance any of the above (3.3) or the like would be beneficial or in best interest of the Council, a resolution of Council is required regarding delegates and costs to be met.

7 Equitable Opportunities

- 7.1 Events outside the district
 - a) Councillors who are nominated as delegates/representatives for Council/Shire related events outside of the district are expected to make every reasonable effort to attend the required events
 - b) Council may resolve to have the Councillors removed as the delegate/representative if there is no reasonable commitment from the Councillors with attendance
- 7.2 Elected Members Professional development and Other attendance

With reference to sub-paragraphs 5 and 6:
 - a) Each Councillor shall be entitled to attend the annual local government week; and
 - b) Each Councillor shall be entitled to attend at least one external professional development, conference/seminar/etc. opportunity
- 7.3 Non attendance
There is not compulsion on any/all Councillors to meet attendance as per sub-paragraph 7.2; whilst attendance is strongly encouraged, it is at the choice of the Councillor

8 Repayment of expenses

- 8.1 Resignation or removal from office
If a Councillor willingly resigns from Council or is removed from Council through virtue of the Local Government Act and/or associated regulations or a decision of a competent court of jurisdiction then:
 - a) that Councillor may be required to repay to the Shire the expenses incurred for that Councillor attending an event outlined in sub-paragraphs 5 and 6; subject to a resolution by Council IF the attendance was in the 2 months proceeding the resignation/removal
- 8.2 Misappropriation or errant claims
If a Councillors is found to have deliberately misused, falsified or made errant claims for travel and expenses incurred or reimbursed by the Shire (for any costs mentioned in this policy):
 - a) that Councillor may be required to repay to the Shire the expenses incurred, subject to a resolution from Council

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9 Reports of Delegates/Representatives

Shire of Wiluna Policy 1.23 *Delegates Reports – Councillors/Officers* requires that:

“Councillors and Officers attending any conferences, seminars or meetings as delegates or representatives of the Council are required to provide a brief report on the issues/outcomes, to the next ordinary meeting of Council.”

This would apply to attendance at events defined in sub-paragraph 5 and 6 but not does apply to sub-paragraph 4.

10 Limitations

Nothing in this policy should be interpreted as:

- a) Preventing the Council from authorising by resolution attendance at any opportunity by any Councillor;
- b) Preventing a Councillor from attending any conference/seminar/professional development/training etc. at their own expense;
- c) This limitation does NOT apply where protocol or Council resolution would prohibit their attendance (e.g. Council resolution of delegates to meet Minister of Crown)

Wherever possible, the Chief Executive Officer will organise training/development to be held in Wiluna for both Officers and Councillors, given the cost benefits and the greater attendance likely. In this instance, this training and development would not be considered as referred to in paragraph 7.2 (b); that is, Councillors can still attend at least one external conference/training/professional development opportunity in addition to on-site training.

11 Administration and Breaches

The Chief Executive Officer is to administrate/manage this policy, which includes but is not limited to:

- Receiving requests for attendance
- Requesting Council resolution
- Transport, accommodation and other logistical arrangements
- Records management including training and attendance registration and certifications/participation records
- Report to the Shire President and/or full Council any breach or attempted breach of this policy by any Councillors/s

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POLICY:	FLYING OF FLAGS
POLICY NO:	2.1
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

As a matter of Council policy:

- 1 The Australian National Flag and the Australian Aboriginal Flag are to be flown outside the Shire Administration office during normal hours of business.
- 2 Flags are to be flown at half-mast for the whole day, on the day of the funeral of prominent local citizens, as determined by the Shire President and/or Chief Executive Officer
- 3 Flags are to be flown in any manner or form as advised by Commonwealth and/or State Government directives
- 4 Notwithstanding above, flags must always be flown in accordance with Commonwealth Flag Protocol at any given time or date.

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POLICY:	LEAVE DEFERMENT
POLICY NO:	2.8
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Long Service Leave

Council is prepared to agree to the deferment of long service leave under the following conditions:

- a) Mutual Council/employee benefit - leave can be taken within 12 months from the date on which the leave became due and the rate of pay will be that which is applicable at the time of taking leave.
- b) Employees benefit only - leave can be deferred up to 2 years after the date on which it became due and shall be taken at the rate of pay applicable to the employee at the time he became entitled to the leave.

Annual Leave

- a) All employees are permitted to defer the taking of their annual leave or part thereof for a period of up to twelve months from when it falls due.
- b) The Chief Executive Officer, on receipt of a formal application from any employee may approve the deferral of annual leave for a period in excess of twelve months but less than twenty-four months from the date the leave fell due.
- c) Annual Leave cannot be deferred for any longer period without the formal approval of Council.
- d) It is Council Policy that the Chief Executive Officer obtains formal approval from the Council before commencing any periods of annual leave.

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POLICY:	HOUSING - STAFF
POLICY NO:	2.9
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

- 1 All tenancies of Shire residences are subject to the requirements of the Residential Tenancies Act 1987 [referred to hereafter as the Act], and ***the Shire of Wiluna Tenancy Agreement*** and as from time to time amended by Council. The Agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
- 2 Persons other than the tenant and direct family of the tenant are only permitted to stay in the house for a maximum of two weeks after which direct Chief Executive Officer (CEO) approval is required.
- 3 Unless otherwise stipulated in their employment contract, a security bond equivalent to 4 weeks rent, as set by Council in the annual budget current at the time of employment, is to be paid. The CEO bond will be the same as other employees. Where a tenant intends to keep pets particularly dogs and cats, an additional bond of \$100 is to be paid. All bonds will be lodged within 14 days with the Bond Administrator 219 St Georges Terrace Perth WA 6000.
- 4 The security bond may be paid by payroll deduction out of the first 4 full pays, and the pet bond (where applicable) taken out of the 5th pay.
- 5 Housing will only be provided to permanent employees in cases where the position involves a minimum of 20 hours or greater per week. However, this should not prevent the CEO using discretion to let a house to a non- permanent employee or any or any other person where there is vacant housing.
- 6 Notwithstanding clause 5, Shire housing will only be provided if a vacant residence is available and the provision or non-provision will be negotiated in each separate engagement of employees. This is to cover circumstances when housing is not available or the CEO determines for any reason not to provide housing for a particular employee or position. Nothing in this policy document should infer an obligation on behalf of the Shire to provide housing to all its employees.
This clause takes note of the housing incentive payments of Council Policy 2.10 to Attract and Retain Staff
- 7 Council will set rental and consider any rental subsidies, payment of water, electricity and telephone consumption charges as per Shire policy 2.10 designed to attract staff and retain staff. In any case, if rentals are increased, the tenant will be given the 60 days written notice required under the Act.
- 8 Shire housing cannot be utilised for any purpose other than as a dwelling without the express permission of Council.

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POLICY:	HOUSING AND ALLOWANCES
POLICY NO:	2.10
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2102
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Subject to availability and policy 2.9, the Shire will provide rental free Shire owned housing to its **full time permanent (only) employees**.

Housing

The assessed rental for Shire housing is:

3 or 4 bedroom house	\$300 per week
1 or two bedroom house or unit	\$250 per week

Permanently employed full time Shire employees not occupying Shire provided housing will be paid a weekly housing allowance equivalent to the assessed rents above. This allowance will only be paid to any one full time employee per house and will not apply if an employee shares accommodation with another person/s or resides with a person supplied with a house by another employer. It is intended for employees with their own house or having to rent a house in their own right. Proof of rental and ownership in the employees name will be required.

Water Charges:

The Shire will pay the cost of water rates in all Shire owned houses.

Where no Shire water supplied reticulation is installed in a Shire house provided to full time permanent employees, the Shire will pay for water consumption up to the following amounts in accordance with the Water Authority annual four monthly cycles of charging:

1 st	annual account	[May to August]	\$500
2 nd	annual account	[September to December]	\$200
3 rd	annual account	[January to April]	\$300

Any water consumption charges incurred per four month account over these amounts will be charged to the employee. Where an account per third of year is less than the amount the Shire has agreed to pay as above, then the remaining balance may be applied to the next four monthly period in that Water authority financial year. The maximum amount to be met by the Shire in any charge year is \$1,000.

Where no Shire water supplied reticulation is provided to a shire house provided to a full time permanent Shire employee, the Shire will pay up to \$300 annually for water charges.

Electricity Charges

The Shire will pay annual charge costs for all Shire houses.

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Where a full time Shire employee is provided with a Shire house, the Shire will pay annually for electricity consumed as follows:

October to March	\$ 400 per two monthly account.
April to September	\$ 250 per two monthly account.

Any unused amount per two monthly accounts may be applied to the next account in that Horizon Power annual charge year. It is intended that the maximum amount to be met by the Shire in any charge year is \$1,950.

Note. Any allowances available to employees or benefits provided by Shire of Wiluna that are subject to income tax then the payment/benefit will be paid through the fortnightly salary/wages and attract the normal PAYG Tax that is deducted. FBT payable on any benefits payable under this policy will be paid by the Shire. The employee will be advised of this at the time of the arrangements being made.

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POLICY:	SHIRE SUPERANNUATION CONTRIBUTIONS
POLICY NO:	2.12
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

That as a matter of Policy the Shire of Wiluna will make the following superannuation contribution to eligible employees' superannuation funds:

- 1 10% contribution for Compulsory Occupational Superannuation*
- 2 An additional contribution to a maximum of 5% for those employees making their own voluntary contribution to an eligible superannuation fund.

All contributions made by the Shire must be in compliance with the relevant statutes/legislation and nothing in this policy is to be used to prohibit/contravene/ negate the requirements of such statutes/legislation.

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POLICY:	BUS HIRE POLICY & CONDITIONS
POLICY NO:	2.14
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

1. The Manager of Works must ensure that the Shire bus is inspected by an appropriate staff member prior to and after each hire ensuring that the log book is filled out. A checklist of the inspection must be completed before and after hiring and retained as evidence to justify the return of any bond.
2. The hire conditions for the shire bus are as follows:
 - a. An outline of where the bus will travel will be agreed upon before hire.
 - b. There will be **NO SMOKING** on the bus.
 - c. The hirer must possess a current "B" Class License and produce a copy if not already in file.
 - d. The person(s) hiring the bus will ensure that all due care is taken with the bus at all times and will also be responsible for the insurance excess in the event of an accident (Excess amount as per council's insurance policy).
 - e. That the person hiring the bus to take another person for driving licence test is responsible for the bus at all times.
 - f. In the event of an accident, if the driver of the bus has a blood alcohol reading above the legal limit, **NO RESPONSIBILITY WILL BE TAKEN BY THE SHIRE OF WILUNA.**
 - g. The bus is hired with a full tank of fuel and must be returned with a full tank of fuel.
 - h. The bus is hired clean and tidy and must be returned in the same condition.
 - i. Any bond to be refunded must be collected from the Shire reception within 7 days after the bus is returned.
 - j. The inspection officer with the Hirer will inspect the bus together. The inspection Officer will step through the policy with the hirer. To ensure there are no disputes, the following steps will be followed and the inspection checklist filled in:

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The inspection officer will explain and demonstrate all controls including gear change and air conditioning to the hirer. The hirer must demonstrate that they can operate all controls.

- The inspection officer will ensure that the bus is in good mechanical condition
 - The fuel gauge will be viewed by both the parties and agree that the tank is full
 - Both parties agree that the bus is tidy inside and outside
 - A DVD will be tested in the player by both parties together
 - Tyres will be inspected by both the parties. If there are any concerns, these will be documented by the inspection officer
 - The equipment on board will be agreed upon as operational (such as Engel fridge, fire extinguisher and any other safety equipment, water tank, etc.)
- k. This policy is to be laminated and fixed for display inside the bus at all times and each time the bus is hired, this policy is to be signed by the hirer and kept with the bus hire records.

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POLICY:	INJURY MANAGEMENT POLICY
POLICY NO:	2.15
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015
	RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

The Shire of Wiluna is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

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POLICY:	PAYMENT OF ACCOUNTS
POLICY NO:	2.16
SECTION:	FINANCE & ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED: (INC AMENDMENTS)	23 OCTOBER 2013 RESOLUTION 097/13
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

Policy 2.16 Payment of Accounts

Intent: Payment of expenses should be managed to incur the least risk and cost for the Council and the Shire. Flexibility in payment arrangements will ensure that less Shire resources are used in making payments. It is intended that making payments will always be authorised by an appropriately delegated officer. Any misuse of Council resources will not be tolerated and disciplinary and/or criminal action may result.

Purpose: This policy will outline the payment options available to the Shire and the controls over each type of payment method. This Council will make payments by drawing a Shire of Wiluna cheque, using Electronic Funds Transfer (EFT), by using a Shire corporate credit card or by accessing Petty Cash.

Principles:-

- 1) Wherever possible, payments that can be made through an agent within the Shire shall be made locally to assist in maintaining the financial viability of those agents who provide services within the district.
- 2) Where local payments cannot be made for an invoice received then payment by EFT to a bank account nominated by the creditor is the most cost effective means of payment and allows for the timeliest receipt of payments.
- 3) Payments will be processed to ensure that the Shire obtains any prompt payment discounts, avoids late payment penalties and establishes the Shire's reputation as a business of choice for suppliers.
- 4) Signatories/authorised persons for cheque and EFT payments are deemed either primary or secondary, with the relevant positions being grouped as follows:

Primary Signatory/Authorised Person

- Chief Executive Officer
- Finance and Accounting Manager
- Executive Manager, Manager Corporate Services

Secondary Signatory/Authorised Person

- Executive Manager, Works
- Executive Manager, Economic and Community Development
- Senior Finance Officer

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- Any other officer nominated by the CEO, from time to time as operational requirements may dictate

5) All EFT or cheque payments are to be signed/authorised by two signatories/authorisation with **at least ONE** of those being a PRIMARY signatory/authorised person

6) In the case where an urgent/emergency payment is required and a primary signatory/authorised person is not on-site, two secondary signatories can sign the urgent/emergency payment and at least one primary signatory must then counter-sign when available. In this instance, the primary signatory if contactable should approve the use of two secondary signatories verbally or through other communication means

7) For any transfers of funds between the Shire of Wiluna's own operating accounts, including the transfer of funds between the Shire's Municipal, Trust, and Reserve accounts, or for transfer of funds into or from investment accounts, two signatories/authorisations are required as per points 4, 5 and 6.

8) All payments will be supported by:

- a tax compliant invoice
- notification by a Shire employee that the goods or services have been received
- Where required, a copy of the Shire's purchase order which has been signed by an authorising officer.

9) Those officers authorising cheques and EFT payments are responsible for ensuring the completeness and correctness of the voucher presented for payment.

10) A Shire employee cannot authorise a purchase or sign a voucher where that officer receives a personal benefit from the payment or purchase.

11) That a schedule of payments made in each month shall be presented to the ordinary meeting of Council held in the subsequent month regardless of the payment system used.

PAYMENTS BY CHEQUE

1) All cheque payments are to be made by system cheques generated by the financial system, based on payment information entered.

2) No substitution of payees will be allowed. All cheques will be crossed with the words: "Not Negotiable – Account Payee Only".

3) Blank cheques are accountable documents. A complete record of all cheques must be maintained. Spoiled and cancelled cheques must be retained and accounted for.

4) All payment vouchers are to be checked by an officer other than the officer who prepared the voucher, prior to the production of the cheques.

5) Authorising officers must check that:

- The cheque agrees with the accompanying payment voucher
- The goods and services for which payment is being made are appropriate for the Shire
- Cheques have been printed in a legible format and in correct alignment
- All spoiled cheques have been retrieved and cancelled.

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7) For all cheque payments, a photocopy of the cheque (referred to as a "voucher") is to be held on file, with the two signatories clearly identifiable. The appropriate invoice(s), purchase order(s), quotations, notes and other documents relating to the transaction are to be securely fastened behind the voucher.

8) Any apparent discrepancies or charges that appear inappropriate are to be drawn to the immediate attention of the Chief Executive Officer.

PAYMENTS BY ELECTRONIC FUNDS TRANSFER (EFT)

1) All EFT payments are to be subject to the same payment voucher and accounting requirements as for cheque payments. In addition:

- A copy of the funds transfer report generated by the banking system is to be retained and attached to invoices paid
- Officers who enter passwords to sign on the funds transfer report, or on a suitable form indicating the transfer has taken place. This must also be attached to invoices paid.

2) The creditor must provide written confirmation of relevant bank account details prior to any EFT payments. Oral advice of bank account details is not sufficient. The form used to gather information about banking will also outline that the Shire will not make good on any monies deposited to wrong accounts. The form must be authorised by an owner or manager of the creditor business.

3) Remittance advices, providing payment details, are to be forwarded to the vendor by E-mail where available

4) Any EFT payments which are rejected and returned to the Shire are to be followed up and corrected promptly. The party responsible for the error is responsible for recovering the monies. The Shire will only make a correcting payment to the creditor where the Shire is directly at fault. In this case, the Shire will take immediate action to recover the monies from the incorrect creditor.

5) Security will be paramount when dealing with on-line records. Authority to change the setup parameters of the Shire's on-line banking facility will not be vested in a single system administrator. Access to the system will be periodically reviewed. The Accounting System output files/bank input files are to be kept only in a restricted access file directory while awaiting upload to the bank. Access to the file directory where bank input files are kept is to be restricted.

6) Those that authorise electronic transfer are to ensure that they first reconcile each payment in a batch with appropriate payment vouchers, and that the vouchers have been properly prepared and authorised.

7) Any apparent discrepancies or charges that appear inappropriate are to be drawn to the immediate attention of the Chief Executive Officer.

PAYMENTS BY CREDIT CARD

1) Credit cards may only be used for official Council business (in the same spirit as which purchase orders are issued

2) The Chief Executive Officer will determine which staff are to be issued with credit cards, and the monthly credit limits to apply. Credit cards will only be issued to staff that have completed training in purchasing and management of credit card accounts.

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- 3) Officers who receive a credit card must agree in writing to ensure the security of the card, that any misuse will be repaid immediately, any payment not substantiated by a tax invoice will become the personal responsibility of the card holder, and that the reconciliation of the account will occur as soon as possible after receipt of the statement of account.
- 4) Credit card statement reconciliations (detailing all purchases) must first be authorised by the card-holder's line manager and then handed to the Executive Manager, Corporate Services (EMCS) for cross-authorisation and checking. In the case of the EMCS being the card-holder, CEO must authorise the reconciliation. The EMCS must authorise the CEO's reconciliation.
- 5) Credit card limits will be set at a reasonable level to ensure security of the card while facilitating ease of purchasing for the card holder.
- 6) Credit card purchases do not require the preparation of a Council purchase order.
- 7) Corporate credit cards are not to be registered for frequent flyer or other rewards programs. Any benefits that accrue from the use of corporate credit cards must not be used for the personal benefit of cardholders.
- 8) The CEO will cancel cards or reduce limits if staff do not manage them in accordance with the signed use agreement and/or fail to submit timely and accurate credit card reconciliations. Further, any necessary recovery and/or legal action will be taken for any misappropriation of funds through credit cards

PAYMENTS BY PETTY CASH

- 1) A Petty Cash float of \$900.00 will be held to effect local payments to a maximum of less than that amount.
- 2) In order to draw petty cash, an officer must present a tax compliant invoice and a completed and authorised voucher for the payment. No orders are required.
- 3) The float will be charged to a single officer who will control the key to the locked tin and will be responsible for the cash. A monthly reconciliation will be performed with two officers checking the cash. Reconciliations may be performed more often if the cash amount is less than \$50. Reconciliations will be stored on the voucher for the cheque which reimburses the float.

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POLICY:	LEGAL REPRESENTATION COUNCILLORS & EMPLOYEES
POLICY NO:	2.17
SECTION:	ADMINISTRATION & FINANCE
COUNCIL MEETING HELD & ADPOTED:	JUNE 2012
DATE TO BE REVIEWED:	2013

Members of Council or employees of the Shire from time to time may require legal services in connection with any matter impacting on their conduct or the performance of their functions as members or employees.

Questions may arise from time to time as to whether, and the extent to which, the Shire should provide financial assistance to secure legal services, and this Policy is intended to facilitate decision-making on those questions.

As a general rule, financial assistance will only be provided to a member or employee for a matter which arises out of or in the course of their conduct, or the performance of their functions, as members or employees.

It is intended that financial assistance will not be provided to a member or employee who has acted unlawfully, dishonestly, improperly, or otherwise in bad faith.

Generally, financial assistance may be provided to former members or employees, or may continue to be provided for members or employees after they cease their membership or employment, where that can manifestly be seen to be justified by the interest of good government of the district.

The level of financial assistance provided is to be assessed in all cases against an evaluation of the extent to which it is justified in the interest of the good government of the district.

1. DEFINITIONS

Approved lawyer is to be –

- (a) a 'certified practitioner' under the Legal Practice Act 2003;
- (b) from a law firm on the Shire panel of legal service providers, relevant, unless the council considers that this is not appropriate –for example where there is or may be a conflict of interest or insufficient expertise; and
- (c) approved in writing by the council or the CEO under delegated authority **council member or employee** means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire.

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legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

- (a) a matter or matters arising from the performance of the functions of the council member or employee; and
- (b) legal proceedings involving the council member or employee that have been, or may be commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services include advice, representation or documentation that is provided by an approved lawyer.

payment by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the Council member or employee.

2. PAYMENT CRITERIA

There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –

- (a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- (b) the legal representation cost must be in respect of legal proceedings that have been, or may be commenced;
- (c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

EXAMPLES OF LEGAL REPRESENTATION COSTS THAT MAY BE APPROVED

3.1 If the criteria in clause 2 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising

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out of a decision made or action taken by the council member or employee; or

- (b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions - for example where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

3.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

4. APPLICATION FOR PAYMENT

- 4.1 A council member or employee who seeks assistance under this policy is to make an application(s), in writing to the CEO.
- 4.2 The written application for payment of legal representation costs is to give details of –
 - (i) the matter for which legal representation is sought
 - (ii) how that matter relates to the functions of the council member or employee making the application;
 - (iii) the lawyer (or law firm) who is to be asked to provide the legal representation;
 - (iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document);
 - (v) an estimated cost of the legal representation; and
 - (vi) why it is in the interests of the Shire for payment to be made.
- 4.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 4.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.

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4.5 The application is to be accompanied by a signed written statement by the applicant that he or she –

- (a) has read, and understands, the terms of this Policy;
- (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of Clause 8 and any other conditions to which the approval is subject; and
- (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of Clause 8.

4.6 In relation to clause 4.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the Shire and the terms of the Policy.

4.7 An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee.

5. LEGAL REPRESENTATION COSTS – LIMIT

5.1 The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

5.2 A council member or employee may make a further application to the council in respect of the same matter.

6. COUNCIL'S POWERS

6.1 The council may –

- a) refuse;
- (b) grant; or
- (c) grant subject to conditions,

an application for payment of legal representation costs.

6.2 Conditions under clause 6.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

6.3 In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members or employees insurance policy or its equivalent.

6.4 The council may at any time revoke or vary an approval or any conditions of approval, for the payment of legal representation costs.

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- 6.5 The council may, subject to clause 6.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - (b) given false or misleading information in respect of the application.
- 6.6 A determination under clause 6.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7 Where the council makes a determination under clause 6.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with Clause 8.

7. CHIEF EXECUTIVE OFFICER AUTHORISATION

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant the CEO may exercise, on behalf of the council, any of the powers of the council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application.
- 7.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this Policy, including its powers under clause 6.4.

8. REPAYMENT OF LEGAL REPRESENTATION COSTS

- 8.1 A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
- (a) all or part of those costs – in accordance with a determination by the Council under clause 6.7;
 - (b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

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POLICY:	USE OF SHIRE ACCOMMODATION
POLICY NO:	2.19
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	26 MARCH 2013 RES.023/14
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

1 INTRODUCTION

It is acknowledged that the Shire of Wiluna needs to engage works and services provided by those external to the town. This is because of the existing gap in required works and services, and available works and services within the district.

The Shire will therefore need to provide short-term accommodation, where available, for these engagements.

2 OBJECTIVE/AIM

The intention of this policy is to:

- Create the framework from within which the Chief Executive Officer can administer the use of available Shire of Wiluna accommodation on a short-term basis
- Create a balance/equity for the use of Shire accommodation.

3 DEFINITIONS

For this purpose of this policy:

a) Shire accommodation: This relates to any building owned or under the control of the Shire of Wiluna that is able to be used for short-term accommodation/residency. It may include dwellings, single rooms and the like where accommodation is permitted and available.

It does not include offices, sheds or any building where residential accommodation is prohibited, or apply to accommodation for business operations/needs.

b) Contractors/Consultants are deemed to be an interchangeable term and is to include but not be limited to:

- Licensed, qualified or specialised tradespeople
- Specialised professionals – auditors, accountants, consultants, road engineers, IT technicians, and so forth engaged on Shire projects, works and services, and the like
- Service people from outside of the town/district because that service does not exist
- Contract service providers such as Rangers or Environmental Health Officers

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4 POLICY STATEMENT

4.1 Use of accommodation

Shire accommodation, where available, is allowed to be used by contractors or consultants who are directly engaged by the Shire of Wiluna to provide a direct work or service to the Shire of Wiluna

4.2 Conditions of use of accommodation

- a) The Chief Executive Officer must have approved the engagement of the consultant or contractor and be satisfied that they are working directly for the Shire of Wiluna for a Shire of Wiluna project;
- b) The use of accommodation is on a short-term basis; the Chief Executive Officer will determine the time-frame that is reasonable for the duration of the accommodation, but it should not exceed two weeks
- c) The Chief Executive Officer will refuse the use of accommodation or ask the consultant/contractor to leave the premises/find alternative accommodation if the Chief Executive Officer is of the reasonable belief that the consultant/contractor is not directly undertaking Shire of Wiluna works and/or services only
- d) Other than the household furniture in the said accommodation, the contractor/consultant must provide all own personal effects, including but not limited to: towels, bedding, food, cleaning and household supplies and the like.
- e) The Shire of Wiluna will not provide telephone services, internet access, satellite subscription television or any similar communication services
- f) A bond of \$500 is payable
- g) The Chief Executive Officer is required to ensure that an appropriate booking form/agreement is in place that details these policy requirements, as well operational/administrative requirements.

LIMITATION

This policy does not apply to:

- a) Councillors: Councillors engaging in Shire/Council business are to be accommodated wherever possible and are to given preference over contractors/consultants
- b) Employees of the Shire of Wiluna: accommodation for employees forms part of the contract of employment with each employee, as administered by the Chief Executive Officer.
- c) Consultant Town Planner, Principal Environmental Health Officer and Ranger, if there is an existing written agreement in place (at time of adoption of this policy) for accommodation under the terms of their contract.

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POLICY:	FEES AND CHARGES – USER PAYS PRINCIPLE
POLICY NO:	2.20
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED:	26 MARCH 2014 RES. 021/14
DATE TO BE REVIEWED:	2016

That as a matter of policy, the following principles will apply for a user-pays system for the use of public goods:

- 1 The use of public goods includes the use of facilities, assets, services or programmes under the ownership or direct control of the Shire of Wiluna
- 2 The purpose of a user-pays system is for those who are specifically using that public good to make a contribution towards Shire costs, where that use is exclusive or for the benefit of a specific group/individual
- 3 Where consumption of a public good that is non-exclusive and for the benefit of the wider community incurs costs for the Shire, costs will be funded from sources other than fees and charges (such as general purpose grants and rating income)
- 4 Any use of public goods that is non-exclusive and for the benefit of the wider community will not be subject to any user fees or charges. However, bonds may be payable, as prescribed by the fees and charges adopted each year
- 5 Any use of public goods that is exclusive and is not for the benefit of the wider community and that which seeks to restrict or limit users, or seeks to charge participants for that use, will be subject to user fees and charges as well as bonds and other fees, as prescribed by the fees and charges adopted each year
- 6 Use of public goods that provide a benefit for the wider community but incur specific or special operational expenses or are of significant cost to the Shire, will be subject to the prescribed fees and charges adopted each year
- 7 Use of public goods that provide a benefit for the wider community and are non-exclusive but under the control of a group other than the Shire will be subject to the prescribed fees and charges
- 8 In measuring “benefit for the wider community”, the actual use will be considered and not any outcomes that might be a result of that use
- 9 The Chief Executive Officer has no delegated authority to reduce, waive or refund fees payable or paid; this includes the reduction or waiver of bond.
- 10 Those subject to fees and charges are welcome to apply to Council for a donation/grant; the grant being equal to the value of the hire (excluding bond) that was paid to the Shire

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POLICY:	INVESTMENTS
POLICY NO:	2.21
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED:	16 APRIL 2014 RES. 049/14
DATE TO BE REVIEWED:	2016

Purpose

This policy is to provide guidance for financial investment activities by the Shire of Wiluna, which includes the scope of authority, compliance, process and reporting.

Objectives

To invest the Shire of Wiluna's surplus funds, with due consideration of legislative requirements and risk at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that Shire's liquidity requirements are met.

To maximise earnings from authorised investments and ensure the security of Council funds

Legislative Compliance

At all times investments are to comply with the minimum requirements set out in the:

- Local Government Act 1995 Section 6.14;
- Trustees Amendment Act 1997 – Part 111 Investments;
- Local Government Financial Management Regulations – Regulations 19, Regulation 28, and Regulation 49;
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's investment to senior staff subject to regular reviews.

Prudent Person Standard

The investment will be managed with care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio and requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approval from the Council, investments shall be limited to:

- State/Commonwealth Government bonds
- Interest bearing deposits
- Bank accepted/endorsed bank bills
- Bank negotiable certificate of deposits; and

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- Managed funds

Diversification/Credit Risk

Investment shall be made with institutions that meet diversification and credit risk ratings as defined by Standard and Poor ratings. To control the credit quality of the investment funds, the following credit framework limits the percentage of the funds exposed to any particular rating category:

S & P Long Term Rating	S & P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A1+	100%	100%
AA	A1	100%	100%
A	A2	80%	80%

Should the credit rating be downgraded then investment will divested as soon as practicable.

Not less than 3 quotations or comparative interest shall be obtained from authorised institutions whenever an investment is proposed. Authorised officer to determine the best quote on the day after considering the administration and banking cost and having regard to the limitations set in this policy.

Prohibited Investments

In accordance with 19C of the Local Government (Financial Management) Regulations 1996 when investing money, the Shire of Wiluna will not do any of the following:

- Deposit with an institution except an authorised institution. *An authorised institution means an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or the Western Australian Treasury Corporation.*
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in foreign currency.

This policy also prohibits any investment carried out for speculative purposes including:

Derivative based instruments

- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind
- The use of leveraging (borrowing to invest).

Reporting and Review

A monthly report will be provided to Council detailing the performance of all investments. Each year or as required in the event of legislative changes, a review on the appropriateness of the investment policy shall occur.

Documentary evidence must be held for each investment and details thereof maintained in an investment register.

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Policy Variation

The CEO or any Officer with delegated authority by the CEO is authorised to approve variations to this policy if the investment is to Council's advantage and or legislative requirement.

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POLICY:	NATIVE TITLE CLAIM DETERMINATION APPLICATIONS
POLICY NO:	2.22
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED:	25 MARCH 2015 Resolution 054/15
DATE TO BE REVIEWED:	2017

That as a matter of policy:

- 1 The Shire of Wiluna is to register to become a party to any native title claim determination application where the area in that application is located partly or wholly in the Shire of Wiluna municipal boundary
- 2 The Chief Executive Officer is responsible for registering an interest in the native title claim determination application (as outlined in point 1 above) in order for the Shire of Wiluna to become a party to that application
- 3 The Chief Executive Officer to report to Council any native title claim determination applications whereby an interest has been lodged in that application and if/when the Shire is or is not accepted as a party to that claim, as the case may be.
- 4 This policy will only apply to native title claim determination applications lodged proceeding the date of adoption of this policy.

Note:

Guiding or empowering legislation for registration of interest in any native title claim determination application: Native Title Act 1993 (Cth).

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POLICY:	TENEMENT APPLICATIONS
POLICY NO:	2.23
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED:	25 MARCH 2015 Resolution 054/15
DATE TO BE REVIEWED:	2017

As a matter of policy in respect of tenement grant applications lodged with the Department of Mines and Petroleum for within the Shire of Wiluna municipal area:

- 1 Objections will be lodged to the granting of any tenement (including but not limited to: mining, exploration, prospecting, general) where there is or may be an effect on Shire owned or controlled property or interests;
- 2 If a Shire-owned or controlled property or interest may or will be affected, the Shire may seek to negotiate the imposition of a condition for tenement approval /grant to protect such interests;
- 3 If a third-party and/or interest holder (other than the Shire of Wiluna) may or will be affected by a tenement application approval/grant, the Shire will approve the grant application in-principle on the condition that no other objections are received
- 4 The Chief Executive Officer is to respond to objections and/or support of tenement grant applications, however, may refer applications to Council for further consideration subject to time constraints set forth in the tenement application

Note:

Guiding or empowering legislation for tenement grant application, including lodgement of objections: Mining Act 1978 (WA) and Mining Regulations 1981 (WA).

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POLICY:	STRATEGIC RATING POLICY
POLICY NO:	2.24
SECTION:	ADMINISTRATION/FINANCE
COUNCIL MEETING HELD & ADOPTED:	22 APRIL 2015 Resolution 073/15
DATE TO BE REVIEWED:	2017

OBJECTIVE:

To outline the conceptual framework/basis used by the Shire of Wiluna when considering the level and structure of the rates to be levied on rateable properties under the Local Government Act 1995.

BACKGROUND AND EMPOWERING LEGISLATION:

The Local Government Act 1995 empowers the Shire of Wiluna to levy rates on properties within its district as part of the annual budgetary process. Income from rating is a primary source of unrestricted revenue for the Shire of Wiluna.

DEFINITIONS:

GRV refers to Gross Rental Valuations as defined by the Valuation of Land Act 1978

UV refers to Unimproved Valuations as defined by the Valuation of Land Act 1978

All Acts referred to in this policy are those that are Acts of Western Australia State Parliament unless otherwise indicated.

POLICY:

1 RATING PRINCIPLES

When developing, maintaining and applying its rating structure for each year, the Shire will consider the following principles devised from those principles recommended by the Department of Local Government (WA):¹

1.1 Equity, Consistency and Fairness - Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation that appropriately reflects predominant use.

Each ratepayer will be rated fairly in relation to other ratepayers with a similar capacity to pay and will pay a similar amount, and those with a greater capacity to pay will pay more. In accordance with the Valuation of Land Act 1978 and the Local Government Act 1995, the Shire is required to use property value provided by the Valuer General's Officer as a proxy for their base capacity to pay.

The Shire of Wiluna will administer this policy equitably across all ratepayers.

1.2 Capacity to pay – it is acknowledged by the Shire of Wiluna that there is not a direct correlation or relationship between a ratepayer's capacity to pay and their property value. The Shire will therefore use powers it has to consider and/or approve concessions, exemptions and waivers where appropriate.

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The Shire also acknowledges that whilst there is a high level of demand for Shire goods and services by many, there is a limited capacity of ratepayers to contribute to these goods and services by way of rates, and a limitation on the level of rates that rateable properties can be expected to contribute.

The Shire also acknowledges that certain sectors place higher pressure and/or demand on certain Shire provided services and assets.

1.3 Simplicity and Efficiency – The Shire of Wiluna will endeavor to establish a rating system that:

- Promotes simplicity, transparency and understanding; and
- Is efficient in the administration and collection of rates and reduces incidences of avoidance; and
- Reduces complexity; and
- Open to scrutiny

1.4 Benefit – It is acknowledged that the Shire has an obligation to return a degree of benefit to ratepayers for their rate contributions; however, this benefit is not necessarily in direct proportion to the level of their contributions. Rate contributions are a mandated levy for the benefit of the Wiluna Shire district and are not a direct fee for service.

1.5 Compliance - The Shire aims to ensure it can maximize available rating revenue but will ensure its discretionary powers are applied in compliance with the Local Government Act.

2 APPLICATION OF RATING PRINCIPLES

2.1 Equity Consistency and Fairness

Ideally, the Shire considers the adoption of a uniform general rate (being the same rate in the dollar for each ratepayer) resulted in a ratepayer's contribution being determined by the value of their property as the most equitable rating structure. However, it is also acknowledged that the use of a differential rate structure achieves a more equitable and/or appropriate outcome due to the vast differences in predominant land use, disparities due to different methods of land valuation and consumption of shire goods and services.

Where the predominant use of land is not rural/pastoral purposes, the Shire will seek to have that land valued on the UV basis. For Land that is used predominantly for non-rural/pastoral purposes, the Shire will seek to have that land valued on a GRV basis.

Land that is held under a mining, prospecting, exploration or other mineral title is valued on a UV basis, except where capital improvements exist on that said land; the Shire will seek that have those capital improvements valued on a GRV basis.

The Shire of Wiluna will determine the rate revenue required on an annual basis and the sufficient revenue necessary to provide for both the goods, works and services deemed necessary by the Shire and the good governance of the district.

A minimum payment structure will also be maintained to ensure all ratepayers contribute a minimum amount regardless of their property value. Minimum payments make a reasonable contribution to the non-exclusive services provided

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for the benefit of the whole district and also represent the minimum cost required to service land within the district.

2.2 Capacity to Pay

2.2.1 Payment Options: The Shire of Wiluna will offer two payment options: 1) Payment in full within 35 days pursuant to /prescribed by the Local Government Act 1995 and associated regulations or 2) Payment over 4 equal instalments as pursuant to /prescribed by the Local Government Act 1995 and associated regulations.

2.2.2 Pensioners: The Shire will provide concession to applicable pensioners pursuant to the Rates and Charges (Rebates and Deferments) Act 1992.

2.2.3 Exemption from rates: The Shire will apply rates exemptions as provided for in the Local Government Act 1995.

The Shire will also receive applications from relevant parties for rate exemptions and will provide for a suitable application process.

2.2.4 Interest and charges: Pursuant to the provisions of the Local Government Act 1995, the Shire will impose interest charges and instalment fees where a ratepayer elected to pay by an instalment option and where rates and charges remain unpaid and overdue. The rates of interest and fees will be adopted each year as part of the budget process.

2.2.5 Temporary incapacity to pay: A mutually acceptable repayment arrangement may be entered into between the Shire of Wiluna and a ratepayer who has the inability to meet the payment options detailed in sub-paragraph 2.2.1.

2.3 Simplicity and Efficiency

The Shire of Wiluna will provide for changes in the:

- Level of rating; and
- Structure of its rating policy; and
- Application of its rating powers under the Local Government 1995

2.4 Benefit

The Shire of Wiluna will ensure that there is a degree of benefit to all ratepayers through works and services provided through the Annual Budget.

2.5 Compliance

At all times, the Shire will comply with the provisions of the Local Government Act 1995 which will take precedence should there be any conflict between said Act and this policy.

3 OBJECTIVES AND REASONS FOR THE CURRENT RATING STRUCTURE

The differential rating structure applied by the Shire is based on the following objectives and reasons:

- 3.1 To encourage prospecting and exploration within the Shire of Wiluna; and

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POLICY:	RATING ADMINISTRATION
POLICY NO:	2.25
SECTION:	ADMINISTRATION/FINANCE
COUNCIL MEETING HELD & ADOPTED:	22 APRIL 2015 Resolution 075/15
DATE TO BE REVIEWED:	2017

Intent - To provide appropriate and effective management of the collection of rates and charges levied by the Shire of Wiluna, that is both a demonstration of reasonable and pragmatic approach to the Shire's financial management.

Collection of rates and charges is an important part of the Shire's management of adequate cash-flows as well as the overall management of the Shire's financial performance and position.

Purpose – This policy will clearly set out guidelines for the collection of rates, application of penalty interest for overdue rates and charges, write off of minor outstanding charges and associated procedures applicable within the Shire of Wiluna.

Principles:-

1. Rates and Charges are due and payable within 35 days from the date of issue of the annual rate (or interim rate) notice, as shown on that notice
2. Options for payment will be a) In Full by the specified due date b) By four instalments by the specified due date and within the guidelines set forth in the annual rate notice c) By an alternative payment plan, mutually accepted by the ratepayer and the Chief Executive Officer of the Shire of Wiluna
3. The election or application to pay by either of the above three options will be clearly detailed with/on the rate notice issued and will be in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996
4. The charges for paying by four instalment or an alternative payment arrangement, including an administration fee and administration interest, will be those adopted by Council in the Annual Budget each year
5. The methods of payment available be will indicated on the rate notice and may be varied depending on the operation requirements of the Shire and/or the logistics and cost to the Shire of those payment options
6. A final notice will be issued for any rate account that remains outstanding after the specified due date. The due date for payment of the final notice will then be 14 days from the date of issue as shown on the final notice
7. Any rate account that remains unpaid after the specified due date of the final notice will be referred for to a debt recovery agent appointed by the Chief Executive Officer for legal recovery

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8. The debt recovery agent will issue a Letter of Demand for payment, with the due date to be as agreed between the CEO and the agent, but will be for a period no longer than 7 (seven) days from the date of issue shown on the Letter of Demand
9. Legal recovery of outstanding rates will then proceed, on behalf of the Shire of Wiluna, in accordance with the Local Government Act 1995 (as amended) and this policy to recover all outstanding rates and charges as well as the cost of those recovery proceedings.
10. Legal recovery, as allowed under the Local Government Act 1995, may include but is not limited to: Summons, Lodgement of Caveat on title of land or mining tenement, sale of rateable land and garnishing of money from tenants (where rateable property is leased out) to be paid directly to the Shire to satisfy the rates and charges outstanding
11. Penalty interest on unpaid rates and charges will be levied on a daily basis, in accordance with the Local Government Act 1995 and Local Government (Financial Management) Regulations. The rate of penalty interest will be as adopted by Council in the Annual Budget each year
12. Penalty interest accrues from the date the account is due for payment, as specified on the original rate notice, until the day the account is paid in full
13. Penalty interest calculated to be \$5.00 or less will not be charged against rate accounts.
14. Any outstanding penalty interest at 30 June each year, totalling \$5.00 or less will be written-off as a small balance write-off, but only if all other rates and charges have been paid in full

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POLICY:	PANELS OF PRE-QUALIFIED SUPPLIERS
POLICY NO:	2.26
SECTION:	ADMINISTRATION & FINANCE
COUNCIL MEETING HELD & ADOPTED: (INC AMENDMENTS)	14 DECEMBER 2015 RESOLUTION 184/15
DATE TO BE REVIEWED:	2017

1.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General Regulations) 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

1.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General Regulations) 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

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Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

1.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must prescribe how the Shire intends to administer the panel tender:

- i. The shire may purchase good and services from any of the three highest value for money pre-qualified suppliers on the Panel or
- ii. The shire is not restricted to exclusively purchasing from the pre-qualified suppliers appointed to that Panel,
- iii. Reserves the right to call for quotations for any purchase from any supplier whether pre-qualified or not. However where pre-qualified suppliers have been awarded to the panel where it can be demonstrated that the value and quality of the good supplied are the same or better then the pre-qualified supplier will get a preference to the work.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

1.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

1.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

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POLICY:	VEHICLE USAGE
POLICY NO:	2.27
SECTION:	ADMINISTRATION/FINANCE
COUNCIL MEETING HELD & ADOPTED:	14 December 2015 Resolution 183/15
DATE TO BE REVIEWED:	2017

OBJECTIVE

To provide clear guidelines regarding the use of Shire of Wiluna fleet vehicles.

DEFINITIONS

'Business Use' of Shire vehicles is defined as the use required to give effect to all of the Council's operational needs and services.

'Commuter Use' of Shire vehicles is defined as journeys directly between an Officer's place of residence and place of work.

'Restricted Private Use' of Shire vehicles is defined as private use other than commuter use within a radius set by the Council. The private use of a Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

'Full Private Use' of Shire vehicles is defined as unrestricted private use within the State of Western Australia. The private use of Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

'Use Outside of Western Australia' of Shire vehicles is defined as private use outside the State of Western Australia. This use on all occasions would require permission from the Council.

POLICY

1. The full private use of vehicles be available only to employees where negotiated as a condition of their contract of employment.
2. Other Officers may negotiate restricted private use or commuter use of Shire vehicles with the Chief Executive Officer.
3. All Council owned vehicles be pool vehicles available for use by Council employees and Councillors at all times when required for Council purposes.
4. A designated driver shall be an employee of the Shire of Wiluna who:
 - a) Has been assigned the vehicle as part of their contract of employment; and

Shire of Wiluna Policy Manual

- b) Holds a current Western Australian C (Car) or CA (Car Automatic) driver's licence or equivalent; and
 - c) Is responsible for the care and management of the vehicle.
5. An authorised driver shall be:
- a) The holder of a current Western Australian C (Car) or CA (Car Automatic) driver's licence or equivalent; and
 - b) Any employee or Councillor other than the designated driver on Shire of Wiluna business who is required to drive the vehicle as part of their duties and responsibilities; or
 - c) The designated driver's spouse or partner; or
 - d) Any other person authorised in writing by the Chief Executive Officer; or
 - e) Any other person provided a designated driver is physically present in the vehicle.
6. The designated regions for full private use shall be, unless otherwise set out in the Officer's contract of employment:
- a) Throughout Western Australia for the Chief Executive Officer and Senior Managers; and
 - b) Adjoining Shires and to Perth and Kalgoorlie for all other Officers.
7. Full private vehicle use does not include long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment.
8. Restricted private use does not include annual leave or long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment
9. Any personal items left in Council vehicles are not insured under the Council's insurance policy if stolen or damaged and are therefore solely the responsibility of the owner of the personal items.

GENERAL CONDITIONS OF USE

The following general conditions are applicable to the use of a Council motor vehicle:

- 10. Smoking is strictly prohibited within Council motor vehicles at all times.
- 11. The motor vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Council policies. The designated driver, his/her spouse/partner, or any other authorised person who drives the motor vehicle is financially responsible for any fines and/or infringements received during the operation of the motor vehicle.
- 12. The Shire of Wiluna will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the designated driver to ensure that the motor vehicle has a sufficient amount of fuel/lubricant, water and correct tyre pressure in between scheduled servicing. Where the motor vehicle has been equipped with a first aid kit or fire extinguisher, it is the responsibility of the

Shire of Wiluna Policy Manual

designated driver to ensure that the first aid kit or fire extinguisher is adequately stocked or charged at all times or replacement stock ordered through the Council's Technical Services section when used/expired. The authorised person shall comply with the following conditions in respect to the motor vehicle in his/her care:

- a) Advise the Council's Technical Services section when scheduled servicing of the motor vehicle is due or repairs are required;
 - b) Wash, clean and vacuum the motor vehicle as often as required;
 - c) Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
 - d) Secure the motor vehicle when parked in public/private places;
 - e) Examine the motor vehicle prior to use for any damage, operation of light and indicators, tyre pressure etc; and
 - f) Report any motor vehicle accident immediately (or as soon as practicable) to the Chief Executive Officer or Manager Technical Services.
13. A Council motor vehicle used for any of the purposes outlined in this Policy shall be properly housed and secured at the place of residence of the designated driver where appropriate.
14. Any designated driver or authorised driver shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.
15. Any designated driver or authorised driver shall immediately surrender the motor vehicle to the Shire upon:
- a) Cancellation or suspension of his/her driver's licence;
 - b) Leaving the employment of the Shire of Wiluna; or
 - c) No longer being an elected member of the Council.

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POLICY:	CROSSOVERS
POLICY NO:	3.1
SECTION:	ENGINEERING
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
DATE TO BE REVIEWED:	2013

It is Council policy to meet 50% of the total cost of providing the first standard crossover (sealed access way with culvert where required) to each town site property. Any additional crossover or crossover exceeding the specifications of Shire's standard crossover, are to be at the landowner's expense.

Shire of Wiluna Policy Manual

POLICY:	USE OF CHEMICALS FOR SHIRE WORKS
POLICY NO:	3.3
SECTION:	ENGINEERING
COUNCIL MEETING HELD & ADOPTED:	25 February 2015 Resolution 033/15
DATE TO BE REVIEWED:	2017

Purpose

To provide guidance in the use of chemicals on Shire vested land when undertaking works.

Objectives

To restrict the use of chemicals to specified areas within the Shire of Wiluna to protect native vegetation and wildlife.

Policy

The use of chemicals for weed and pest plant control on Shire vested reserves, including road reserves is prohibited in all areas of the Shire of Wiluna except the Wiluna townsite, as defined by the State Land Act.

This Policy does not apply to noxious weeds and declared plants.

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POLICY:	ROAD HEIRARCHY
POLICY NO:	3.4
SECTION:	ENGINEERING
COUNCIL MEETING HELD & ADOPTED:	25 MARCH 2015 Resolution 052/15
DATE TO BE REVIEWED:	2017

That as a matter of policy: the roads hierarchy adopted by Council 25.02.2014 will:

- 1 Form the basis for which road maintenance, including maintenance grading, will be considered for annual budgeting and work planning purposes (including any works contracted out by the Shire)
- 2 Form the basis for which capital road work projects will be considered for annual budgeting and work planning purposes
- 3 Not prohibit or prevent the Shire carrying out necessary road works (operational or capital) required to ensure asset preservation and public safety irrespective of the respective road's ranking and service levels in this hierarchy
- 4 Not necessarily be the final hierarchy (including service levels) for which road works are budgeted and undertaken as road works can be influenced by matters including: available funding (including grants), conditions of grant funding, unforeseen circumstances that adversely affect the road network, contractual arrangements or variations and other circumstances as adopted by Council from time to time
- 5 The roads hierarchy and this policy are to be reviewed at least once each year (from adoption) but nothing prohibits it from being reviewed more frequently should operational matters dictate so or at the request of Council

This policy is to be read on conjunction with the adopted hierarchy as follows:

Shire of Wiluna Policy Manual

[illegible]

(Shire of Wiluna can reprint Road Hierarchy in A3 if requested)

Shire of Wiluna Policy Manual

POLICY:	MUNICIPAL HERITAGE INVENTORY POLICY ON DEVELOPMENT OF LISTED PLACES
POLICY NO:	4.1
SECTION:	BUILDING AND TOWN PLANNING
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2017

The following procedure shall be followed for any proposed demolition, development or redevelopment of a building or place listed in Council's Municipal Heritage Inventory. Any works of a minor internal nature including the painting and/or rendering of internal walls or ceilings are exempt from the requirements of this Policy.

1. All proposals for the demolition, development or redevelopment of a listed building or place shall be subject to a formal planning development application.
2. All proposals shall be dealt with in accordance with Part 5 of the Town Planning Scheme.
3. Council shall in assessing a proposal for development or redevelopment give due regard to the level of management as applied to the building or place. In this respect conditions may be applied to a proposal to protect the integrity of the significance of the place. Council may also consider relaxing some development standards if it results in the protection of the integrity of the building or place, and provided it does not prejudice the orderly and proper planning of the site and area.
4. Where a building or place has been listed on the State Register of Heritage Places or has been recommended for listing by the Council on the State Register and a decision has not yet been made, Council shall refer a proposal for development or redevelopment of that site to the Heritage Council of WA for comment. Any comments provided by the Council shall be taken into account when applying planning conditions to the proposal.
5. Where a proposal will result in a physical change to any external part of a building or a significant alteration to a place then a photographic record will be taken by council prior to such works taking place.

If an application is received to subdivide land upon which a listed building or place is situated the Council may support such subdivision only where the integrity of the building or place is not compromised.

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POLICY:	Commission and Quality of Works
POLICY NO:	6.1
SECTION:	TJUKURBA ART GALLERY
COUNCIL MEETING HELD & ADOPTED:	26 MARCH 2014 RES. 028/14
DATE TO BE REVIEWED:	2015

That, as a matter of policy, all works exhibited at the Shire of Wiluna Tjukurba Art Gallery must be vetted by Gallery Management and must have the same commission rate applied as all other works sold.

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POLICY:	GIFTS TO RETIRING MEMBERS
POLICY NO:	1.17
SECTION:	GOVERNANCE
COUNCIL MEETING HELD& ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	July 2019

As a matter of policy:

- 1 In consultation with the Shire President, the CEO may approve the purchase a gift for retiring members in accordance with the requirements of the Local Government (Administration) Regulation 34AC:
 - (a) The retiring member must have served 1 full 4-year term.
 - (b) The gift may be to an amount up to \$100 for each year of service to a maximum of \$1,000 in total.
- 2 When making a decision as per subparagraph one (1), consideration to be given to:
 - (a) The length of continuous service of the retiring member
 - (b) The quality of service of the retiring member including but not limited to: community and key stakeholder relationships and active participation as an elected member
- 3 Wherever practicable such a gift should be presented at a Council meeting.

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POLICY:	PAYMENT OF ACCOUNTS
POLICY NO:	2.16
SECTION:	FINANCE & ADMINISTRATION
COUNCIL MEETING HELD & ADOPTED: (INC AMENDMENTS)	23 OCTOBER 2013 RESOLUTION 097/13
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	July 2019

Policy 2.16 Payment of Accounts

Intent: Payment of expenses should be managed to incur the least risk and cost for the Council and the Shire. Flexibility in payment arrangements will ensure that less Shire resources are used in making payments. It is intended that making payments will always be authorised by an appropriately delegated officer. Any misuse of Council resources will not be tolerated and disciplinary and/or criminal action may result.

Purpose: This policy will outline the payment options available to the Shire and the controls over each type of payment method. This Council will make payments by drawing a Shire of Wiluna cheque, using Electronic Funds Transfer (EFT), by using a Shire corporate credit card or by accessing Petty Cash.

Principles:-

- 1) Whenever possible, payments will be made by EFT to a bank account nominated by the creditor which is the most cost-effective means of payment and allows for the timeliest receipt of payments.
- 3) Payments will be processed in a timely manner to ensure that the Shire obtains any prompt payment discounts, avoids late payment penalties and establishes the Shire's reputation as a business of choice for suppliers.
- 4) Signatories/authorised persons for cheque and EFT payments are deemed either primary or secondary, with the relevant positions being grouped as follows:

Primary Signatory/Authorised Person

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance of Manager

Secondary Signatory/Authorised Person

- Executive Manager, Engineering and Development Services
- Executive Manager, Community and Economic Development

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- Any other officer nominated by the CEO, from time to time as operational requirements may dictate

5) All EFT or cheque payments are to be signed/authorised by two signatories/authorisation with **at least ONE** of those being a PRIMARY signatory/authorised person.

6) In the case where an urgent/emergency payment is required and a primary signatory/authorised person is not on-site, two secondary signatories can sign the urgent/emergency payment and at least one primary signatory must then counter-sign when available. In this instance, the primary signatory if contactable should approve the use of two secondary signatories verbally or through other communication means

7) For any transfers of funds between the Shire of Wiluna's own operating accounts, including the transfer of funds between the Shire's Municipal, Trust, and Reserve accounts, or for transfer of funds into or from investment accounts, two signatories/authorisations are required as per points 4, 5 and 6.

8) All payments will be supported by:

- a tax compliant invoice
- notification by a Shire employee that the goods or services have been received
- Where required, a copy of the Shire's purchase order which has been signed by an authorising officer.

9) Those officers authorising cheques and EFT payments are responsible for ensuring the completeness and correctness of the voucher presented for payment.

10) A Shire employee cannot authorise a purchase or sign a voucher where that officer receives a personal benefit from the payment or purchase.

11) That a schedule of payments made in each month shall be presented to the ordinary meeting of Council held in the subsequent month regardless of the payment system used.

PAYMENTS BY CHEQUE

1) All cheque payments are to be made by system cheques generated by the financial system, based on payment information entered.

2) No substitution of payees will be allowed. All cheques will be crossed with the words: "Not Negotiable – Account Payee Only".

3) Blank cheques are accountable documents. A complete record of all cheques must be maintained. Spoiled and cancelled cheques must be retained and accounted for.

4) All payment vouchers are to be checked by an officer other than the officer who prepared the voucher, prior to the production of the cheques.

5) Authorising officers must check that:

- The cheque agrees with the accompanying payment voucher
- The goods and services for which payment is being made are appropriate for the Shire
- Cheques have been printed in a legible format and in correct alignment
- All spoiled cheques have been retrieved and cancelled.

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7) For all cheque payments, a photocopy of the cheque (referred to as a “voucher”) is to be held on file, with the two signatories clearly identifiable. The appropriate invoice(s), purchase order(s), quotations, notes and other documents relating to the transaction are to be securely fastened behind the voucher.

8) Any apparent discrepancies or charges that appear inappropriate are to be drawn to the immediate attention of the CEO.

PAYMENTS BY ELECTRONIC FUNDS TRANSFER (EFT)

1) All EFT payments are to be subject to the same payment voucher and accounting requirements as for cheque payments. In addition:

- A copy of the funds transfer report generated by the banking system is to be retained and attached to invoices paid
- Officers who enter passwords to sign on the funds transfer report, or on a suitable form indicating the transfer has taken place. This must also be attached to invoices paid.

2) The creditor must provide written confirmation of relevant bank account details prior to any EFT payments. Oral advice of bank account details is not sufficient. The form used to gather information about banking will also outline that the Shire will not make good on any monies deposited to wrong accounts. The form must be authorised by an owner or manager of the creditor business.

3) Remittance advices, providing payment details, are to be forwarded to the vendor by e-mail where available

4) Any EFT payments which are rejected and returned to the Shire are to be followed up and corrected promptly. The party responsible for the error is responsible for recovering the monies. The Shire will only make a correcting payment to the creditor where the Shire is directly at fault. In this case, the Shire will take immediate action to recover the monies from the incorrect creditor.

5) Security will be paramount when dealing with on-line records. Authority to change the setup parameters of the Shire's on-line banking facility will not be vested in a single system administrator. Access to the system will be periodically reviewed. The Accounting System output files/bank input files are to be kept only in a restricted access file directory while awaiting upload to the bank. Access to the file directory where bank input files are kept is to be restricted.

6) Those that authorise electronic transfer are to ensure that they first reconcile each payment in a batch with appropriate payment vouchers, and that the vouchers have been properly prepared and authorised.

7) Any apparent discrepancies or charges that appear inappropriate are to be drawn to the immediate attention of the CEO.

PAYMENTS BY CREDIT CARD

1) Credit cards may only be used for official Shire business (in the same spirit as which purchase orders are issued

2) The Chief Executive Officer will determine which staff are to be issued with credit cards, and the monthly credit limits to apply. Credit cards will only be issued to staff that have completed training in purchasing and management of credit card accounts.

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- 3) Officers who receive a credit card must agree in writing to ensure the security of the card, that any misuse will be repaid immediately, any payment not substantiated by a tax invoice may become the personal responsibility of the card holder, and that the reconciliation of the account will occur as soon as possible after receipt of the statement of account.
- 4) Credit card statement reconciliations (detailing all purchases) must first be authorised by the card-holder and then handed to the CEO, for cross-authorisation and checking. In the case of the CEO being the card-holder, Shire President must also sign the reconciliation.
- 5) Credit card limits will be set at a reasonable level to ensure security of the card while facilitating ease of purchasing for the card holder.
- 6) Credit card purchases do not require the preparation of a Council purchase order.
- 7) Corporate credit cards are not to be registered for frequent flyer or other rewards programs. Any benefits that accrue from the use of corporate credit cards must not be used for the personal benefit of cardholders.
- 8) The CEO will cancel cards or reduce limits if staff do not manage them in accordance with the signed use agreement and/or fail to submit timely and accurate credit card reconciliations. Further, any necessary recovery and/or legal action will be taken for any misappropriation of funds through credit cards

PAYMENTS BY PETTY CASH

- 1) A Petty Cash float of \$900.00 will be held to effect local payments to a maximum of less than that amount.
- 2) In order to draw petty cash, an officer must present a tax compliant invoice and a completed and authorised voucher for the payment. No orders are required.
- 3) The float will be charged to a single officer who will control the key to the locked tin and will be responsible for the cash. A monthly reconciliation will be performed with two officers checking the cash. Reconciliations may be performed more often if the cash amount is less than \$50. Reconciliations will be stored on the voucher for the cheque which reimburses the float.



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Council Meeting

Friday 30 June 2017
In-Person Meeting
City of Kalgoorlie-Boulder Councillors Conference Room

MINUTES

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GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

**An in-person meeting of the GVROC Council held Friday 30 June 2017
commencing at 10.00am**

MINUTES

1. OPENING AND ANNOUNCEMENTS

The purpose of the meeting is to discuss business related to the activities of the Goldfields Voluntary Regional Organisation of Councils and to consider and provide advice to the WALGA State Council Representative, Cr Mal Cullen.

Cr Cullen opened the meeting at 10.00am welcoming all in attendance.

2. DECLARATION OF INTEREST

Pursuant to the Code of Conduct, Councillors and CEOs must declare to the Chairman any potential conflict of interest they may have in a matter before the Goldfields Voluntary Regional Organisation of Councils and Goldfields Esperance Country Zone of WALGA as soon as they become aware of it. Councillors, CEOs and Deputies may be directly or indirectly associated with some recommendations of the Goldfields Voluntary Regional Organisation of Councils and the Goldfields Esperance Country Zone of WALGA and the WALGA State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil

3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr Mal Cullen (Chair)
Cr Sherryl Botting
Cr Tracey Rathbone (entered the meeting at 10.04am)
Mr James Trail
Cr Jacquie Best
Mr Doug Stead
Cr Beverley Stewart (joined the meeting via teleconference)
Mr Matthew Scott (joined the meeting via teleconference)
Mayor John Bowler
Mr John Walker
Cr Patrick Hill
Cr Shaneane Weldon
Cr Jill Dwyer
Mr Steven Deckert
Cr Peter Craig, (joined the meeting via teleconference)
Cr Jamie Mazza
Ms Rhonda Evans
Cr Ian Goldfinch
Mr Ian Fitzgerald
Cr Jim Quadrio
Cr Graham Harris

President, Shire of Coolgardie
Councillor, Shire of Coolgardie
Deputy President, Shire of Coolgardie
A/CEO, Shire of Coolgardie
President, Shire of Dundas
CEO Shire of Dundas
Councillor, Shire of Esperance
CEO, Shire of Esperance
Mayor, City of Kalgoorlie-Boulder
CEO, City of Kalgoorlie-Boulder
President, Shire of Laverton
Deputy President, Shire of Laverton
President, Shire of Menzies
CEO, Shire of Laverton
President Shire of Leonora
Councillor, Shire of Menzies
CEO, Shire of Menzies
Councillor, Shire of Ravensthorpe
CEO, Shire of Ravensthorpe
President, Shire of Wiluna
Deputy President, Shire of Wiluna

Ms Helen Westcott, Joint Executive Officer

3.1 Apologies

Cr Sherryl Botting, Councillor Shire of Coolgardie
Cr Victoria Brown, President, Shire of Esperance
Cr Basil Parker, Councillor Shire of Esperance
Cr Suzie Williams, Councillor City of Kalgoorlie-Boulder
Mr Jim Epis, CEO, Shire of Leonora
Shire of Ngaanyatjaraku
Cr Keith Dunlop, President, Shire of Ravensthorpe
Mr Colin Bastow, A/CEO, Shire of Wiluna

Mr Bruce Wittber, Joint Executive Officer

3.2 Guests

Mr Jarrod Lucas, ABC reporter

3.3 WALGA Representatives

Mr Tony Brown, Executive Manager Governance and Organisational Services

3.4 Department of Local Government and Communities Representative

Nil

4. RESIGNATION OF DEPUTY STATE COUNCILLOR – ELECTION OF A NEW DEPUTY STATE COUNCIL REPRESENTATIVE

Reporting Officer: Helen Westcott, Executive Officer/Returning Officer

Disclosure of Interest: No interest to disclose

Date: 7 June 2017

Attachments: Nil

Background:

On Wednesday 7 June 2017 Cr Suzie Williams formally advised the GVROC Chair, Cr Cullen, of her resignation from her position as the GVROC's Deputy State Council representative.

Executive Officer Comment:

The GVROC Chair has discussed with the Executive Officer the need to elect a replacement for Cr Williams.

Given that between now and the local government elections in October there is only one State Council Meeting, the Chair believes that the position should remain vacant until the elections for all positions are conducted at GVROC Meeting scheduled to be held on Friday 1 December 2017.

RECOMMENDATION:

That:

- 1 GVROC note the resignation of Cr Williams, GVROC's Deputy State Councillor; and
- 2 The position of Deputy State Councillor remains vacant until after the local government elections on Saturday 21 October 2017.

RESOLUTION:

Moved: Mayor Bowler

Seconded: Cr Hill

That:

- 1 **GVROC note the resignation of Cr Williams, GVROC's Deputy State Councillor; and**
- 2 **The position of Deputy State Councillor remains vacant until after the local government elections on Saturday 21 October 2017.**

CARRIED

5. GUEST SPEAKERS/PRESENTATIONS

Nil

6. MINUTES OF MEETINGS**6.1 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) held Friday 21 April 2017 (Attachment)**

Minutes of the GVROC Council Meeting held Friday 21 April 2017 have been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the GVROC Council Meeting held Friday 21 April 2017 be confirmed as a true and correct record of proceedings.

EN BLOC RESOLUTION: Moved: Cr Rathbone Seconded: Cr Mazza

That the Minutes of the GVROC Council Meeting held Friday 21 April 2017 be confirmed as a true and correct record of proceedings.

CARRIED

6.2 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) GVROC CEOs Group held Friday 26 May 2017 (Attachment)

Minutes of the GVROC CEOs Group Meeting held Friday 26 May 2017 have been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the GVROC CEOs Group Meeting held Friday 26 May 2017 be received.

EN BLOC RESOLUTION: Moved: Cr Rathbone Seconded: Cr Mazza

That the Minutes of the GVROC CEOs Group Meeting held Friday 26 May 2017 be received.

CARRIED

6.3 Business Arising from Meetings of the Goldfields Voluntary Regional Organisation of Councils (GVROC) - GVROC Status Report for June 2017

The Executive Officer will provide an update to Member Councils.

RECOMMENDATION:

That the GVROC Status Report, as presented, be received.

EN BLOC RESOLUTION: Moved: Cr Rathbone Seconded: Cr Mazza

That the GVROC Status Report, as presented, be received.

CARRIED

6.4 Matters for Noting

Nil

7. GVROC FINANCE

7.1 Financial Statements for 30 April 2017 and Accounts for Payment (Attachment)

From Executive Officer

Background:

Presenting the unaudited financial statement for the period 1 July 2016 to 30 April 2017 and the accounts approved for payment for the period 8 April 2017 to 15 June 2017

Financial Statement:

The Executive Officer provides the following comment:

1. Account 501 - Members Subscriptions – all members' annual subscriptions have been paid.
2. Account 502 – Members Subscriptions Goldfields District Display – all members' annual subscriptions have been paid.
3. Account 512 - Project General Contributions - all members' annual subscriptions have been paid.
4. Account 521 – Reimbursements – this is the reimbursement of costs of attendance at the GVROC Dinner held during Local Government Week and WALGA attendance at Warburton Meeting on 4 November 2016 (\$1,100);
5. Accounts 1512, 1513, 1514 and 1515 – Executive Officer Services – payment for Executive Officer Services and expenses incurred such as travel and accommodation.
6. Account 1555 – Council Expenses – Meeting Food and Beverage - included in this account is expenditure for the GVROC Meeting held during Local Government Week and catering for the Strategic Planning Workshop.
7. Account 1557 – Council Expenses Travel and Accommodation – this account includes the costs associated with charter flights and accommodation for the Warburton meeting on 4 November 2016.
8. Account 1559 – Council Expenses Audit – cost of undertaking the financial audit.
9. Account Reimbursements Account 1565 – amount reimbursed for attendance at GVROC Dinner.
10. Account 1846 – Project General – the cost of Strategic Planning consultancy has been paid from this account.
11. Account 1836 – Sponsorship Goldfields District Display – expenditure to assist the preparation of the Royal Show District Display.
12. Account 1848 – DLG Asset Management Business Case – reimbursement payments paid to the City of Kalgoorlie-Boulder on a quarterly basis.

Accounts Paid:

Cheque/ EFT	Date	Payee	Details	Amount incl GST
EFT	110517	Up to Date Accounting	Financial Management for April 2017	250.80
EFT	110517	City of Kalgoorlie-Boulder	Reimbursement for Maintenance/Repairs to GVROC Regional Equipment Pool	4,002.27
EFT	120517	BHW Consulting	Professional Services February 2017 and March 2017 and Reimbursements for travel and accommodation and teleconference meetings	10,351.42
EFT	170517	BHW Consulting	Professional Services April 2017 Reimbursements for	8,578.86

			travel and accommodation, Sundowner Meeting 200417 and teleconference meetings	
EFT	300517	City of Kalgoorlie- Boulder	Reimbursement of Expenditure on GERCG Asset Management Project March 2017 Quarter	13,918.13
EFT	150617	Shire of Esperance	GVROC Dinner Esperance Meeting January 2017	5,115.30
EFT	150617	Up to Date Accounting	Financial Management May 2017	79.20
				TOTAL \$42,295.98

RECOMMENDATION:

1. That the Statement of Financial Position for the period 1 July 2016 to 30 April 2017, as attached, be received.
2. That the Accounts Paid for the period 8 April 2017 to 15 June 2017 totalling \$42,295.98 be approved.

RESOLUTION:**Moved: Cr Hill****Seconded: Cr Hill**

1. That the Statement of Financial Position for the period 1 July 2016 to 30 April 2017, as attached, be received.
2. That the Accounts Paid for the period 8 April 2017 to 15 June 2017 totalling \$42,295.98 be approved.

CARRIED

8. GOLDFIELDS RECORDS STORAGE FACILITY - FINANCE AND OTHER MATTERS

Reports on the Goldfields Records Storage Facility (GRS) were not available at the time of completing the GVROC Council meeting agenda.

John Walker, CEO City of Kalgoorlie-Boulder, advise the meeting that as at 30 June 2017 the GRS had a slight surplus (between \$10-15,000).

A budget for 2017/2018 would be made available shortly.

He also advised that the GRS' manager, Yvette Hargreaves, would be returning to work shortly.

Noted

9. GVROC REGIONAL ON THE GVROC REGIONAL EQUIPMENT POOL

9.1 Finance Report on the GVROC Portable Community Events Infrastructure and Equipment Pool

Reporting Officer: Tanya Gartner, Team Leader Community Wellbeing and Inclusion City of Kalgoorlie-Boulder
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 23 June 2017

Attachments: GVROC Regional Equipment Pool Hire: 01.01.2017 – 30.06.2017 (Combined)

Background:

The City of Kalgoorlie-Boulder provides regular reports on the finances and usage of the GVROC Regional Equipment Pool.

A report for the six month period 01 January to 30 June 2017 forms an attachment to the meeting agenda.

There have been no expenses in this 6 months period.

Executive Officer Comment:

No further comment.

Additional Meeting Comment:

Matthew Scott, CEO Shire of Esperance sought further clarification on the finances of the equipment pool. It was agreed that as an operational issue this matter should be discussed at the next meeting of the GVROC CEOs Group.

RECOMMENDATION:

That GVROC notes the finance and usage report of the GVROC Portable Community Events Infrastructure and Equipment Pool prepared by the City of Kalgoorlie-Boulder.

RESOLUTION: **Moved: Cr Dwyer** **Seconded: Cr Harris**

That GVROC notes the finance and usage report of the GVROC Portable Community Events Infrastructure and Equipment Pool prepared by the City of Kalgoorlie-Boulder.

CARRIED

9.2 Management Proposal from the City of Kalgoorlie-Boulder to Manage the GVROC Portable Community Events Infrastructure and Equipment Pool

Reporting Officer: Tanya Gartner, Team Leader Community Wellbeing and Inclusion City of Kalgoorlie-Boulder
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 23 June 2017

Attachments: Draft Management Plan and Proposal from the City of Kalgoorlie-Boulder for the GVROC Portable Community Events Infrastructure and Equipment Pool (Regional Equipment Pool)

Background:

Since its establishment, the City of Kalgoorlie-Boulder has managed on GVROC's behalf the GVROC Regional Equipment Pool (Regional Equipment Pool).

The City has prepared a draft management plan for the equipment within the Regional Equipment Pool in respect of equipment to be purchased, coordinating equipment use, maintenance plan and budget.

A copy of the draft management plan forms an attachment to the meeting agenda.

Executive Officer Comment:

The plan is comprehensive but requires discussion amongst Member Councils as to whether it meets GVROC's requirements or needs amendment before adoption by GVROC.

The Executive Officer believes the draft management plan could be reviewed by the GVROC CEOs Group at the same time as it meets to consider and adopt the 2017/2018 Budget for the Goldfields Records Storage Facility.

RECOMMENDATION:

That the GVROC CEOs Group review the draft management plan for the GVROC Portable Community Events Infrastructure and Equipment Pool, with a final draft management plan being available for adoption at the GVROC Council Meeting to be held Wednesday 2 August 2017.

RESOLUTION: **Moved: Cr Rathbone** **Seconded: Mayor Bowler**

That the GVROC CEOs Group review the draft management plan for the GVROC Portable Community Events Infrastructure and Equipment Pool, with a final draft management plan being available for adoption at the GVROC Council Meeting to be held Wednesday 2 August 2017.

CARRIED

9.3 Disposal of a GVROC's Portable Stage

Reporting Officer: Tanya Gartner, Team Leader Community Wellbeing and Inclusion City of Kalgoorlie-Boulder
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 23 June 2017

Attachments: Nil

Background:

GVROC has a portable stage within its Portable Community Events Infrastructure and Equipment Pool (Regional Equipment Pool).

There has been some discussion regarding GVROC selling the portable stage because of the difficulty associated with its transport to and from an event location and the difficulty experienced in setting up and collapsing the stage.

It was agreed that an Expression of Interest (EOI) be prepared to determine whether there was interest from a GVROC Member Council or a local community group to purchase the portable stage. Any funds generated from the sale of the portable stage would be reinvested in the GVROC Regional Equipment Pool.

The City has prepared draft management plan for the equipment within the GVROC Regional Equipment Pools in respect of equipment to be purchased, coordinating of equipment use, maintenance plan and budget. A copy of the draft management plan forms an attachment to the meeting agenda (Refer also to Agenda item 9.2).

To assist in developing an EOI the Executive Officer requested information on the portable stage from the City of Kalgoorlie-Boulder. This has now been provided. The Executive Officer has also received a copy of the full invoice order information which details all parts that go to make up the stage in its entirety. From this information it has been found that:

- Some parts will need to be replaced;
- Some parts will need to be purchased as they are missing; and
- The wheels on the current trolleys are useless so they need to be replaced – or another system put in place to make it easier for the stage to get from A to B

The City has also provided the following information which is relevant to any considerations to sell the portable stage:

- Training should be provided to people who will be building the stage regularly;
- You can't use the stage on a hill – but you can use the stage on uneven ground;
- You can't use the stage if the ground is very soggy (but having some metal plates made will make it easier to set up the stage on grassed areas);
- To put the stage up you would need 3-4 people and it will take about 4-5 hours (one would expect this to become faster once you knew what you were doing; and
- To pull the stage down would take approx. 2-3 hours for two people (one would expect this to become faster once you knew what you were doing).

Executive Officer Comment:

From the information provided by the City of Kalgoorlie-Boulder it would appear that disposing of the portable stage and investing in equipment of greater use to Member Councils is a sensible way forward.

Given the City of Kalgoorlie-Boulder has prepared a draft management plan for the Regional Equipment Pool GVROC may wish to consider the benefit of having the City prepare the EOI for the disposal of the portable stage. This decision would of course depend upon the outcome of GVROC's deliberations on the draft management plan put forward by the City.

Once all EOIs had been received the GVROC CEOs Group would meet to finalise the sale of the portable stage.

The matter is presented for decision.

RESOLUTION: **Moved: Cr Dwyer** **Seconded: Mayor Bowler**

That GVROC request the City of Kalgoorlie-Boulder prepare an Expression of Interest for the disposal and sale of a portable stage that forms part of the GVROC Portable Community Events Infrastructure and Equipment Pool.

CARRIED

10. GVROC BUSINESS

10.1 Proposed Digital Strategy for Goldfields Esperance Region

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 23 June 2017

Attachments: Nil

Background:

In April 2013 RDA Goldfields Esperance (RDAGE) in partnership with the City of Kalgoorlie-Boulder held a meeting to discuss issues associated with the roll-out of the National Broadband Network (NBN). This resulted in a proposal to develop a digital strategy for the Goldfields-Esperance Region.

One of the outcomes from these discussions was the suggestion that RDAGE would make available an amount of \$15,000 to assist in the preparation of a regional digital strategy. GVROC and the Goldfields Esperance Development Commission (GEDC) would each be asked to contribute \$15,000 to the project.

The GEDC was not in a position to make a contribution and it was determined that in order to develop a suitable strategy that both RDAGE and GVROC contribute \$20,000 each.

Executive Officer Comment:

RDAGE paid its contribution of \$20,000 to GVROC in July 2013 however nothing further has transpired with the project.

GVROC has funds available for the project if it were to proceed.

In reviewing the GVROC financial statement at the end of December 2015 it was noted that the funds are still available in the account.

This matter was reported to the GVROC Council Meeting on 29 January 2016 when the GVROC resolved as follows:

RESOLUTION: Moved: Cr Williams Seconded: Cr Brown

That the matter lie on the table and be referred to the Technical Officers Working Group for further consideration.

CARRIED

The resolution shown above was made following the City of Kalgoorlie-Boulder advising its incoming CEO had considerable expertise in the area of digital technology and its application.

Subsequent to this the then Technical Officers Working Group resolved as follows at a meeting held Friday 18 March 2016:

RESOLUTION: Moved: John Walker Seconded: Paul Webb

That the City of Kalgoorlie-Boulder's CEO assist the GVROC Technical Officers Working Group in preparing a regional digital strategy.

CARRIED

Given that the funds have been held for nearly 4 years and little progress has been possible in preparing a digital strategy for GVROC's Member Councils, the Executive Officer believes Member Councils should consider whether it may be appropriate for the funds to be returned to RDAGE.

RECOMMENDATION:

That the GVROC:

1. Note that work associated with the development of a digital strategy for the Goldfields Esperance Region has not commenced; and
2. Return the \$20,000 in funding allocated to GVROC as a contribution from RDA Goldfields Esperance as its contribution to the development of development of a digital strategy for the Goldfields Esperance Region.

RESOLUTION:

Moved: Cr Best

Seconded: Cr Dwyer

That the GVROC:

1. **Note that work associated with the development of a digital strategy for the Goldfields Esperance Region has not commenced; and**
2. **Contact RDA Goldfields Esperance to discuss alternative uses for the funding allocated to GVROC for the development of development of a digital strategy for the Goldfields Esperance Region.**

CARRIED

10.2 Planning for GVROC Functions during LG Week 2017

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 25 June 2017

Attachments: Nil

Background:

Arrangements for the GVROC Council Meeting on Wednesday 2 August 2016 at the Perth Convention and Exhibition Centre (PCEC) are underway.

Two functions are planned:

- GVROC Dinner – a date for the dinner has yet to be finalised; and
- GVROC Council Meeting – Wednesday 2 August 2016.

Executive Officer Comment:

The Executive Officer believes that, as for last year's dinner, the GVROC dinner should be held on Tuesday 1 August 2017. From feedback received this date worked well as it allowed delegates to arrive ahead of the GVROC Meeting the following morning but did not impact upon any convention functions. This year it is slightly different in that following the Mayors and Presidents Forum on the Tuesday afternoon there is a reception from 5.30 to 7.00pm.

The Executive Officer believes holding the function on the Tuesday evening is still the best option as it is difficult to know when the AGM the following afternoon will end and the timing of that determines when the convention opening reception can commence. On the Thursday evening there is another "sundowner" function.

Whilst the Executive Officer has not looked into possible restaurants for the GVROC dinner it is suggested that the three restaurants identified last year be investigated for this year's dinner. The three restaurants previously identified included:

- Lalla Rookh located in Howard Street Perth – the restaurant takes group bookings, so this suits GVROC as a group and has a menu with sufficient choice to provide for everyone.;
- The Adelphi Grill located in the Parmelia Hotel – this is where last year's dinner was held; and
- Public House located just across the road from the Perth Concert Hall – whilst a little further away from many of the hotels where Member Council will be staying it is still in walking distance for most. Again group bookings can be accommodated and the choice of food should suit most.

The program for the GVROC Council Meeting to be held Wednesday 2 August 2017 is as follows:

Meeting Date:	Wednesday 2 August 2017
Meeting Venue:	Perth Conference and Exhibition Centre (meeting room still to be advised)
Meeting Commences:	9.00am
Morning Tea:	10.30am
Meeting Concludes:	12.30-12.45pm (Delegates will have time to obtain lunch and get ready for the WALGA AGM which starts at 1.30pm)

Invitations have been accepted by the following people to meet with GVROC Council at this meeting:

- Ms Lauren Barnett, Senior Associate Squire Patton Boggs; and
- Ms Tanya Dupagne, Camp Kulin Manager.

The GVROC CEOs Group also suggested that the Regional Services Reform Group currently within the Department of Regional Development could be invited to the meeting. However with the recent changes to State Government administrative arrangements the future status of this Group is unknown and an invitation has not been extended at this time.

A further suggestion from the GVROC CEOs Group was the Minister for Agriculture or her representative to discuss the State Government's position around biosecurity. An invitation has not been extended at this point.

Invitations to both WALGA and the Department of Local Government and Communities will be extended as per normal GVROC Council Meetings.

Additional Meeting Comment:

It was agreed amongst meeting attendees that an invitation to the Minister for Regional Development should be extended to attend the GVROC Council Meeting to be held in Perth on Wednesday 2 August 2017.

John Walker advised that the Regional Services Reform Group would be travelling to Kalgoorlie.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That:

1. The GVROC Dinner be held on the evening of Tuesday 1 August 2017;
2. The GVROC Executive Officer finalise arrangements for the GVROC Dinner; and
3. Member Councils have RSVPs for both the GVROC Dinner and Meeting to the Executive Officer no later than COB on Monday 17 July 2017 so catering for both the GVROC Dinner and Meeting can be finalised.

RESOLUTION: **Moved: Mr Fitzgerald** **Seconded: Cr Rathbone**

That:

1. **The GVROC Dinner be held on the evening of Tuesday 1 August 2017 at the Adelphi Bar and Grill in the Parmelia Hilton Perth;**
2. **The GVROC Executive Officer finalise arrangements for the GVROC Dinner; and**
3. **Member Councils have RSVPs for both the GVROC Dinner and Meeting to the Executive Officer no later than COB on Monday 17 July 2017 so catering for both the GVROC Dinner and Meeting can be finalised.**

CARRIED

10.3 Establishment of a Working Party by GVROC to Address Law and Order Issues across the Goldfields Esperance Region

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 25 June 2017

Attachments: Correspondence from the Department of Aboriginal Affairs re the Wati Association

Background:

At the GVROC Council Meeting held in Esperance on Friday 3 February 2017 the Shire of Laverton requested that the issue of law and order be considered by GVROC's Member Councils.

This request was agreed to. Following discussion GVROC Council resolved as shown below:

RESOLUTION: *Moved: Mayor Bowler* *Seconded: Cr Weldon*

1. *That the GVROC Council congratulate the Shire of Laverton for raising the concerns around law and order. The GVROC as a body support the matters that have been raised and the City of Kalgoorlie-Boulder be asked to keep all Member Councils informed of the ongoing discussions between the City of Kalgoorlie-Boulder, relevant agencies and suppliers of alcohol.*
2. *That the City of Kalgoorlie-Boulder be requested to organise a working party of interested Member Councils to progress this matter.*
3. *That the GVROC Chair prepare a media statement on the outcomes of the discussion with a copy to be sent to all political parties.*
4. *That GVROC write to the Commissioner of Police seeking an increased police presence in communities across the Goldfields Esperance Region.*

CARRIED

The matter was further considered by GVROC Council both informally at a meeting on the evening of Thursday 20 April 2017 and formally at the GVROC Council Meeting held the following day. At this time it was further resolved as shown below:

RESOLUTION: *Moved: Cr Hill* *Seconded: Cr Stewart*

That:

1. *GVROC establish a Working Party to develop a strategy to address ways to improve law and order issues across the region;*
2. *That the GVROC CEOs Group be requested to develop Terms of Reference for consideration by the GVROC at the GVROC Council Meeting scheduled for Friday 30 June 2017; and*
3. *Support to the Working Party by provided by the GVROC Executive Officer.*

CARRIED

The matter was discussed at the GVROC CEOs Group Meeting on Friday 26 May 2017 when it recommended the GVROC Council as follows:

RESOLUTION: *Moved: John Walker* *Seconded: Jim Epis*

That given all GVROC Members wish to be represented on any working party established in relation to law and order issues, the CEO Group recommend to the GVROC Council that:

1. *the regular GVROC Council and CEOs Group Meetings are the appropriate forum where the issue of law and order should be discussed and that each meeting agenda have a standing agenda item on the matter of law and order; and*
2. *an action within the GVROC Strategic Plan includes a strategy relating to law and order issues.*

CARRIED

Following the GVROC Council Meeting on 20 April 2017 the following comment was made by Jim Epis CEO, Shire of Leonora to the GVROC CEOs Group Meeting on Friday 26 May 2017:

I refer to Minutes of GVROC meeting held in Kalgoorlie 21st April, 2017, in particular Item 8.2 Establishment of a Working Party by GVROC to Address Law and Order Issues across the Goldfields Esperance Region.

Dot point 1 of the recommendation was "GVROC establish a Working Party to develop a strategy to address ways to improve law and order issues across the region".

If the law and order issues we are referring to involve aboriginal people, it is my opinion that aboriginal people should be involved in developing their own strategies to overcome the issues.

Without naming individuals at this stage, the aboriginal people within our region have the leaders that could easily develop strategies. The Goldfields Wati Law and Culture Association Inc is an organisation with its membership open to all aboriginal men who have been initiated according to Western Desert Law. I believe that each of our local governments in the region would have a Wati member somewhere.

Please see attached a letter from the Department of Aboriginal Affairs which provides additional information in regards the objects of the Wati Association.

Problem is, how do we involve the aboriginal women in developing strategies and providing direction?

If a group of aboriginal leaders within our region could be formed of course it would need resources but surely this issue could be taken up with the State Government.

A copy of the letter referred to by the CEO Shire of Wiluna forms an attachment to the meeting agenda.

In considering the matter the GVROC CEOs Group at its meeting on Friday 26 May 2017 made the following further comments for consideration by the GVROC Council:

The question was raised as to whether the working party was to cover the broad law and order issue or specific segments. It was generally agreed that whilst indigenous issues were a part of the consideration it was felt that the intent of the working party was to cover the more broad law and order issues.

The question was also raised as to who, if a working party was formed, would be invited to join the group?

The City of Kalgoorlie-Boulder indicated that it was interested in being involved however there were a significant number of law and order issues that the City was currently involved in and as such was not in a position to be directly involved in organising and managing a working party.

The CEOs Group were of the opinion that the work involved with establishing and operating a separate working party was unnecessary and duplication of effort and that both the GVROC Council and CEOs Group could include on each agenda, as a standing agenda item, law and order issues.

John Walker reported to the meeting that on the 17 May the Hon Alan Tudge, Federal Minister for Human Services visited the City together with the Shire of Laverton to discuss issues generally around the "cashless debit card". The Shire of Leonora also attended the meeting at Laverton.

James Trail A/CEO Shire of Coolgardie advised he had spoken to the police in Kambalda on law and order issues generally.

John Walker also commented on the apparent lack of coordination of Government services in the region. Initially the heads of agencies didn't see that local government had a need to be involved in the coordination group. The City however took the view that it is "our City" and pushed hard to achieve permanent

representation for local government. There is also the opportunity for GVROC members to attend meetings as the agency group meets around the various areas within GVROC. John urged the Councils to take up the opportunity if the circumstances allowed.

Jim Epis indicated that the Shire of Leonora has interagency meetings every two months

Matthew Scott advised that the Shire of Esperance had also initiated a meeting with local agencies.

John Walker also reported that the City had held its first meeting on the liquor accord. There was unanimous agreement to form a liquor accord which will be driven by the City.

During discussion it was suggested that Superintendent Darryl Gaunt be invited to attend the next GVROC Meeting.

It was also suggested that GVROC consider inviting the State Government Reform Group to the GVROC August Meeting.

Executive Officer Comment:

An invitation has been extended to Superintendent Darryl Grant to attend the meeting but at the time of writing this agenda item no response had been received.

In regard to the suggestion that the State Government Reform Group be invited to the GVROC Meeting held during Local Government Week this suggestion has been listed in Agenda item 10.2.

Additional Meeting Comment:

The Mayor advised that the City was still trying to arrange the trip to Ceduna for local indigenous leaders to see how the cashless card operates in Ceduna.

The meeting discussed the widening of the trip to include indigenous leaders from across GVROC. This was considered to be a good idea as it would allow each community the opportunity to gain a better understanding of how the cashless card operates. Member Councils would fund the cost of the trip for each person from their community travelling to Ceduna.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That:

1. The regular GVROC Council and CEOs Group Meetings are the appropriate forum where the issue of law and order should be discussed and that each meeting agenda have a standing agenda item on the matter of law and order; and
2. An action within the GVROC Strategic Plan includes a strategy relating to law and order issues.

RESOLUTION: **Moved: Cr Harris** **Seconded: Cr Dwyer**

That:

1. The regular GVROC Council and CEOs Group Meetings are the appropriate forum where the issue of law and order should be discussed and that each meeting agenda have a standing agenda item on the matter of law and order;
2. An action within the GVROC Strategic Plan includes a strategy relating to law and order issues; and
3. Interested Member Councils work with the City of Kalgoorlie-Boulder in arranging a delegation of indigenous leaders from within their respective communities to travel to Ceduna to see how the cashless card operates. In arranging the trip, participating Councils will:
 - a) Through their CEOs coordinate the invitations to indigenous leaders to travel to Ceduna and ensure that their delegates are available to travel to Ceduna once an itinerary has been finalised; and
 - b) Fund the cost of travel and accommodation of the trip.

CARRIED

10.4 Goldfields Biosecurity Workshop

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 25 June 2017

Attachments: Nil

Background:

At the GVROC Council Meeting in Kalgoorlie on Friday 22 April 2016, the Shire of Wiluna requested that the issue of resourcing for the Southern Rangelands Natural Resource Management (SNRM) unit of the statewide agency Rangelands Natural Resource Management WA be considered by GVROC. It was resolved that a meeting with representatives from Rangelands NRM WA be arranged. A meeting with Dr Gaye McKenzie, CEO Rangelands NRM WA, and Mr Kieran Massie, Program Manager Rangelands NRM WA, was arranged during the meeting held in Perth on Wednesday 3 August 2016.

Following this meeting GVROC Council resolved as shown below:

RESOLUTION: *Moved: Cr Hill* *Seconded: Cr Dwyer*

That GVROC:

1. *Write to the Department of Mines and Petroleum requesting involvement in the review of the 1998 Memorandum of Understanding (MoU) established between the Departments of Mines and Petroleum and Planning;*
2. *Arrange annual updates from Squires Patton Boggs on Native Title issues affecting GVROC's Member Councils; and*
3. *Seek to hold discussions with other groups from across the Goldfields Esperance region involved in landcare management.*

CARRIED

The Executive Officer sought the assistance of WALGA in arranging a workshop. A number of agencies/groups were invited to participate in the workshop, with the following representatives were able to attend the workshop held in Kalgoorlie on Friday 21 April 2017:

- Goldfields Rangelands Biosecurity Association – Ross Wood, the Goldfields Rangelands Biosecurity Association's Executive Officer;
- Rangelands NRM – Gaye McKenzie, CEO Rangelands NRM and Kieran Massie, Program Manager Rangelands NRM;
- South Coast NRM – representatives from the South Coast NRM were unable to attend the workshop but Gaye McKenzie from Rangelands NRM represented their key projects;
- Kalgoorlie-Boulder Urban Landcare Centre – the Kalgoorlie-Boulder Urban Landcare Centre's CEO, Kim Eckert;
- Department of Food and Agriculture WA – Glenice Batchelor, Biosecurity Officer, DAFWA; and
- Goldfields Land and Sea Council – Barry Hooper, Ranger Coordinator, and Trevor Donaldson Jnr, Ranger Superintendent.

The workshop was facilitated by Mark Batty, WALGA's Executive Manager Environment and Waste.

Executive Officer Comment:

Whilst not being able to attend the workshop, the Executive Officer understands that the workshop was well received by participants.

The Executive Officer sought feedback from Mark Batty as to how he felt the workshop was received. In summary he provided the following comments:

- One key issue that the workshop sought to address was improving the level on knowledge about what is actually happening and by whom in the NRM/biosecurity realm across the GVROC region as whole. Having a standing agenda item on

NRM/biosecurity matters would assist in ensuring regular information updates are available for Member Councils.

- In addition to the above, Mark Batty suggested that it would be beneficial for GVROC to consider requesting perhaps a twice yearly update on current and future projects from the following:
 - ✓ Rangelands NRM;
 - ✓ South Coast NRM;
 - ✓ Goldfields Land and Sea Council; and
 - ✓ Goldfields Nullarbor Rangelands Biosecurity Association.

These meetings could be held around the meetings scheduled for Esperance and Perth.

- Another option to the one just detailed above to provide for greater profiling of and engagement of GVROC in the on-ground activity being undertaken in the region is to hold an annual presentation day similar to the workshop, either as stand-alone event or as part of a GVROC Council Meeting (Mark Batty noted that it would be interesting to get a feel for how and if the GVROC want more input into the programs/projects of the four main organisations – this was an issue that did get discussed in any depth at the workshop).
- Mark Batty believed that it would be worthwhile for more formal arrangements to be in place between the GVROC and each of the four groups listed above, not just related to leveraging funding and seeing where current individual Member Councils funding is going to but also to provide for greater input in partnering/undertaking of more projects of value to the GVROC as region. He thought this might be an issue for discussion within the GVROC CEOs Group before it was considered at Council level.

The above dot points cover matters around NRM/biosecurity that can be addressed in the short-term.

Mark Batty also commented that into the future the GVROC might look to establish its own NRM region. Whilst acknowledging this would take considerable time and commitment by GVROC, precedence for this has been set with the recent Peel Harvey Catchment Council splitting from South West Catchment Council to become its own NRM region. This model (eg a “Goldfields NRM” region) could then contract works through these, and other, project deliverers, much like the other NRMs. In Mark’s view there are some good arguments for the case to be put to the State and (predominately) the Commonwealth (as the main funding entity) for this to take place.

Mark Batty has also indicated that he is happy to meet with the GVROC CEOs Group to further any or all of the above issues.

Member Councils need to determine whether GVROC is serious in pursuing greater involvement in NRM/biosecurity issues.

The matter was discussed at the GVROC CEOs Group Meeting on Friday 26 May 2017 when it recommended the GVROC Council as follows:

RESOLUTION: *Moved: Jim Epis* *Seconded: Matthew Scott*

1. *That the GVROC CEOs Group recommends to the GVROC Council that an invitation be extended to the Minister for Agriculture or her representative to attend a GVROC Council Meeting to discuss the State Government’s position around biosecurity in the Goldfields region so that GVROC is aware of the details before it determines a position.*
2. *That the issue of biodiversity and natural resource management be included in the GVROC Strategic Plan.*

CARRIED

In regard to the suggestion that the Minister for Agriculture or her representative be invited to the GVROC Meeting held during Local Government Week this suggestion has been listed in Agenda item 10.2.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That GVROC extend an invitation to the Minister for Agriculture or her representative to attend the GVROC Council Meeting on Wednesday 2 August 2017, in Perth, or such other meeting if she is unable to attend the Perth meeting, to discuss the State Government's position around biosecurity in the Goldfields region so that GVROC is aware of the details before it determines a position.
2. That the issue of biodiversity and natural resource management be included in the GVROC Strategic Plan.

RESOLUTION:

Moved: Cr Rathbone

Seconded: Cr Harris

1. That GVROC extend an invitation to the Minister for Agriculture or her representative to attend the GVROC Council Meeting on Wednesday 2 August 2017, in Perth, or such other meeting if she is unable to attend the Perth meeting, to discuss the State Government's position around biosecurity in the Goldfields region so that GVROC is aware of the details before it determines a position.
2. That the issue of biodiversity and natural resource management be included in the GVROC Strategic Plan.

CARRIED

10.5 Review of the Goldfields Records Storage Facility

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 25 June 2017

Attachments:

Background:

As Member Councils are aware, GVROC has established a committee to review the operations of the Goldfields Records Storage Facility (GRS). Currently the review committee's membership is as shown below:

- Matthew Scott, CEO Shire of Esperance (Chair)
- John Walker, CEO City of Kalgoorlie-Boulder
- Tanya Browning, D/CEO Shire of Leonora
- Ian Fitzgerald, CEO Shire of Ravensthorpe

The review committee has met on two occasions. At its first meeting held Friday 6 January 2017 Terms of Reference (ToR) were developed. These were considered and adopted by GVROC Council when it met in Esperance on Friday 3 February 2017. At this time GVROC Council resolved as follows:

RESOLUTION: *Moved: Cr Rathbone* *Seconded: Cr Harris*

That GVROC adopt the following Terms of Reference for the review of the Goldfields Records Storage Facility:

1. *Determine the expectations of the GVROC Member Councils on the role and purpose of the Goldfields Records Storage Facility;*
2. *Review the current storage usage by GVROC Member Councils to establish "barriers" to usage and determine appropriate strategies and processes to encourage greater use by GVROC Members Councils;*
3. *Review the requirements and/or need by GVROC Member Councils for professional records management assistance provided through the Goldfields Records Storage Manager;*
4. *Review current marketing strategies to encourage use by government and commercial clients and potential "barriers" to greater use by such clients;*
5. *Examine current budget and accounting practices/processes (including fees charged) to determine what changes could be implemented to improve the financial efficiency;*
6. *Review the current management agreement between the GVROC Member Councils and the City of Kalgoorlie-Boulder and provide recommendations on potential changes to the management agreement and structure including the possibility of establishing a regional subsidiary.*

CARRIED

The review committee met again on Friday 17 March 2017 to work through each of the ToR. Following discussion around the ToR the review committee resolved as follows:

RESOLUTION: *Moved: Ian Fitzgerald* *Seconded: John Walker*

That:

1. *The Goldfields Records Storage Manager, Yvette Hargreaves, upon her return to work and subject to her ability to travel, be requested to visit each GVROC Member Council to review their current record management practices and prepare a report on the current standard of the Council's records management systems and processes; and*
2. *The information gathered from these reviews be used to develop a minimum records management benchmark for use by GVROC's Member Councils.*

CARRIED

Executive Officer Comment:

As Member Councils are aware, the GRS' manager is currently on leave due to sustaining a work related injury and is not anticipated to return to work until mid-July of this year. This puts in jeopardy the successful completion of the current review of the GRS.

Whilst the City of Kalgoorlie-Boulder provided a brief report to the GVROC Council Meeting held Friday 28 April 2017 there has been no further information volunteered by the City as to the GRS' performance.

Additionally, the Shire of Wiluna advised as follows on Friday 1 May 2017 of its intention to withdraw from the GRS:

Hi All

Please be advised that the Shire of Wiluna's Council had resolved the following at its Ordinary Council Meeting held on the 26 April 2017:

That Council:

Authorise the CEO to withdraw the Shire from being a member of the GVROC Regional Record Storage Facility.

CARRIED 5/0

For the Shire to remain a member of the GVROC Regional Record Storage Facility there will need to be extra record management services on offered, as the Shire can establish and operate its own records storage facility at a considerable lessor cost than the GVROC Storage Facility. I currently plan to make a decision on this matter sometime within the next fortnight.

Regards

*Colin Bastow
Acting CEO*

Prior to receiving the above information from the Shire of Wiluna, Matthew Scott as Chair of the Records Review Committee requested that a meeting be held following the GVROC CEOs Group meeting on Friday 26 May 2016, the Executive Officer believes that the matter should be considered by the GVROC CEOs Group as a whole.

During the GVROC CEOs Group Meeting on Friday 26 May 2017 the following additional comment was made:

The meeting noted that the Shire of Wiluna has indicated that it will be withdrawing from membership of the Goldfields Records Storage Facility.

John Walker CEO, City of Kalgoorlie-Boulder advised that when Yvette Hargreaves, Manager Goldfields Records Storage facility returns to work she will be is on light duties and this could be long term. Consequently she will not be in a position to undertake the duties of visiting GVROC Member Council to review their current record management practices and prepare a report on the current standard of the Council's records management systems and processes.

The question was raised that if the Manager is on workers compensation was it possible to engage someone to undertake the work being requested and determine a benchmark.

It was also enquired whether there was anyone in the GVROC Membership that could be seconded to the role.

Concern was expressed that GVROC Member Councils may not be meeting the requirements of the State Records Act.

The GVROC CEOs Group following consideration of this issue resolved as follows:

RESOLUTION: *Moved: Ian Fitzgerald* *Seconded: Doug Stead*

1. *That GVROC President write to Shire of Wiluna expressing disappointment at the decision to withdraw from the Goldfields Records Storage Facility and advising that the Shire of Wiluna must comply with the requirements of clause 15 of the Archives and Record Management Agreement signed on the 1 February 2013.*
2. *That the Executive Officer seek two quotes from records professionals to undertake a records review including visiting GVROC Member Council to review their current record management practices and prepare a report on the current standard of the Council's records management systems and processes.*
3. *That the Goldfields Records Storage Facility Committee be disbanded and its functions be undertaken by the GVROC CEOs Group.*
4. *That the Executive Officer arrange a meeting of the GVROC CEOs Group by mid-June 2017 to enable the Goldfields Records Storage Facility budget to be adopted.*

CARRIED

Since the GVROC CEOs Group Meeting the Executive Officer has been undertaking work to develop a brief to seek quotations from appropriate record professionals to undertake the scope of the work outlined in part 2 of the above resolution. As the GVROC Council has already agreed to fund the work associated with this consultancy it is proposed that the brief will provide that all GVROC Member Councils will be offered the opportunity to participate in the review.

In respect to part 4 of the above resolution the City of Kalgoorlie-Boulder has been approached to prepare a draft Goldfields Records Storage Facility budget. At the time of preparing this agenda item a draft budget had not been provided to the Executive Officer.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That GVROC President write to Shire of Wiluna expressing disappointment at the decision to withdraw from the Goldfields Records Storage Facility and advising that the Shire of Wiluna must comply with the requirements of clause 15 of the Archives and Record Management Agreement signed on the 1 February 2013.
2. That GVROC disband the Goldfields Records Storage Facility Committee with its functions be undertaken by the GVROC CEOs Group.

RESOLUTION: **Moved: Mr Fitzgerald** **Seconded: Cr Quadrio**

1. **That GVROC write to the Shire of Wiluna seeking information regarding its reasons for withdrawing from the Goldfields Records Storage Facility.**
2. **That GVROC disband the Goldfields Records Storage Facility Committee with its functions be undertaken by the GVROC CEOs Group.**

CARRIED

10.6 Implementation of the GVROC Strategic Plan

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 25 June 2017

Attachments: GVROC Strategic Plan

Background:

GVROC formally adopted its Strategic Plan at the GVROC Council Meeting held in Esperance on Friday 3 February 2017. At this time GVROC Council resolved as follows:

RESOLUTION: *Moved: Mr Stead* *Seconded: Cr Harris*

That GVROC:

1. *Adopt the Strategic Plan prepared by Puzzle Consulting; and*
2. *Provide copies of the Strategic Plan to the Premier, the Leader of the Opposition, Leader of the National Party, all current members of parliament at both State and Federal level, the Goldfields Esperance Development Commission and RDA Goldfields Esperance; and*
3. *Request the GVROC CEOs Group develop an implementation plan to ensure the objectives and goals that underpin the Group's strategic vision are realised, with the implementation plan to be completed before the end of the 2016/2017 financial year.*

CARRIED

In developing an implementation plan, GVROC has also requested that the CEOs Group consider the establishment of a regional information network. This request resulted from the discussion lead by the Shire of Dundas regarding the establishment of an online newspaper. The discussion at the GVROC Council meeting held Friday 3 February 2017 resulted in GVROC Council meeting resolving as follows:

RESOLUTION: *Moved: Cr Best* *Seconded: Cr Rathbone*

That the matter of the establishment of a Goldfields Regional Information Network be referred to GVROC CEOs Group for consideration as part of the development of an implementation plan for the GVROC the Strategic Plan.

CARRIED

At the February meeting of the GVROC Council the Shire of Dundas also raised the matter of whether a facility similar to Camp Kulin could be established in the Goldfields Esperance Region. Following discussion of the proposal the meeting resolved as shown below:

RESOLUTION: *Moved: Cr Best* *Seconded: Cr Williams*

1. *That the GVROC Council extend an invitation to a representative of Camp Kulin to attend a GVROC Council Meeting to present on Camp Kulin.*
2. *That the Executive Officer investigate options for the development of a facility similar to Camp Kulin in the Goldfields Esperance Region.*

CARRIED

These and other issues were considered by the GVROC CEOs Group when it considered this matter, resolving as follows when it met on Friday 26 May 2016:

CONSENSUS RESOLUTION:

The GVROC CEOs Group recommends to the GVROC Council Meeting the following strategic actions be adopted for the 2017/2018 year:

- **Objective 1**
 - *Provide a strong clear voice for GVROC Member Councils through the development of a list of lobby/advocacy issues – it is suggested that the GVROC Council develop a list of issues that it wishes to focus its lobbying/advocacy efforts on over the next 12 months. It is proposed to include in the lobbying a full*

- review of the legislative environment in which local government operates particularly including the Local Government Act;*
 - *Invite representatives of Camp Kulin to a GVROC Meeting (possibly August 2017 Meeting in Perth);*
 - *Include in each GVROC Agenda and CEOs Group Agenda a standalone item on law and order issues;*
 - *Maintain a watching brief on biodiversity and natural resource management issues within the GVROC area;*
- **Objective 2**
 - *Advocate for investment in regional infrastructure by seeking details of regional funding opportunities (both Commonwealth and State) and in particular the State Government regional investment plan;*
- **Objective 3**
 - *Enhance the role of local government and the GVROC in the region by continuing the development of the CEOs Group including the way it operates and assists in providing governance advice to the GVROC Council;*
- **Objective 4**
 - *Identify and develop innovative technologies through the development of a regional digital strategy;*
 - *Maintain a watching brief on emerging technologies (as an example the City of Kalgoorlie-Boulder outlined the collaborative approach being undertaken in relation to shifting IT Vision Synergy platform to cloud);*
- **Objective 5**
 - *Assist in the development of shared service opportunities with the main emphasis on the completion of the review of the Goldfields Records Storage facility;*
 - *Review the impact of current proposed legislation relating to performance and financial audits of GVROC Member Councils to determine whether there is capacity to share services to ensure compliance.*

CARRIED

Executive Officer Comment:

No further comment.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

The GVROC adopt the following strategic actions for the 2017/2018 year:

- **Objective 1**
 - *Provide a strong clear voice for GVROC Member Councils through the development of a list of lobby/advocacy issues – it is suggested that the GVROC Council develop a list of issues that it wishes to focus its lobbying/advocacy efforts on over the next 12 months. It is proposed to include in the lobbying a full review of the legislative environment in which local government operates particularly including the Local Government Act;*
 - *Invite representatives of Camp Kulin to a GVROC Meeting (possibly August 2017 Meeting in Perth);*
 - *Include in each GVROC Agenda and CEOs Group Agenda a standalone item on law and order issues;*
 - *Maintain a watching brief on biodiversity and natural resource management issues within the GVROC area;*
- **Objective 2**
 - *Advocate for investment in regional infrastructure by seeking details of regional funding opportunities (both Commonwealth and State) and in particular the State Government regional investment plan;*

- Objective 3
 - Enhance the role of local government and the GVROC in the region by continuing the development of the CEOs Group including the way it operates and assists in providing governance advice to the GVROC Council;
- Objective 4
 - Identify and develop innovative technologies through the development of a regional digital strategy;
 - Maintain a watching brief on emerging technologies (as an example the City of Kalgoorlie-Boulder outlined the collaborative approach being undertaken in relation to shifting IT Vision Synergy platform to cloud);
- Objective 5
 - Assist in the development of shared service opportunities with the main emphasis on the completion of the review of the Goldfields Records Storage facility;
 - Review the impact of current proposed legislation relating to performance and financial audits of GVROC Member Councils to determine whether there is capacity to share services to ensure compliance.

RESOLUTION: **Moved: Cr Rathbone** **Seconded: Cr Harris**

The GVROC adopt the following strategic actions for the 2017/2018 year:

- Objective 1
 - Provide a strong clear voice for GVROC Member Councils through the development of a list of lobby/advocacy issues – it is suggested that the GVROC Council develop a list of issues that it wishes to focus its lobbying/advocacy efforts on over the next 12 months. It is proposed to include in the lobbying a full review of the legislative environment in which local government operates particularly including the Local Government Act;
 - Include in each GVROC Agenda and CEOs Group Agenda a standalone item on law and order issues;
 - Maintain a watching brief on biodiversity and natural resource management issues within the GVROC area;
- Objective 2
 - Advocate for investment in regional infrastructure by seeking details of regional funding opportunities (both Commonwealth and State) and in particular the State Government regional investment plan;
- Objective 3
 - Enhance the role of local government and the GVROC in the region by continuing the development of the CEOs Group including the way it operates and assists in providing governance advice to the GVROC Council;
- Objective 4
 - Identify and develop innovative technologies through the development of a regional digital strategy;
 - Maintain a watching brief on emerging technologies (as an example the City of Kalgoorlie-Boulder outlined the collaborative approach being undertaken in relation to shifting IT Vision Synergy platform to cloud);
- Objective 5
 - Assist in the development of shared service opportunities with the main emphasis on the completion of the review of the Goldfields Records Storage facility;
 - Review the impact of current proposed legislation relating to performance and financial audits of GVROC Member Councils to determine whether there is capacity to share services to ensure compliance.

CARRIED

10.7 Restrictions on Land Subdivisions

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 25 June 2017

Attachments: Nil

Background:

The matter of the restrictions on land subdivisions was recently raised by the Shire of Leonora in an email to all Member Councils relating to the recent restrictions placed upon the Shire by the Department of Mines and Petroleum (DMP) on a proposed residential development.

GVROC CEO, James Trail requested that this matter be listed for discussion at the GVROC CEOs Group Meeting on Friday 26 May 2017 believing the issue to a regional one.

During this meeting James Trail suggested that a possible outcome from the meeting's discussion on this matter be that the GVROC write to the relevant minister(s) and agency head(s) requesting a meeting to discuss the impact these restrictions are having on communities across the region.

As Member Councils will be aware, the Shire of Coolgardie and Menzies have experienced similar problems to those currently affecting the Shire of Leonora over a long period of time.

The Shire of Ravensthorpe has also provided evidence of where it is being similarly affected. Within the Shire there is a parcel of land that someone wants to gift the Shire for future residential/small acreage development. The DMP is, however, against the proposal because of perceived mineralisation over the land in question. The Shire has, however, been told that this information is not correct but the DMP is unwilling to reverse its current position.

The meeting was also advised by Jim Epis that a contingent of senior managers from the Department of Mines and Petroleum (DMP) were visiting Leonora on Tuesday 30 May.

Following discussion the GVROC CEOs Group resolved as follows:

RESOLUTION: *Moved: Jim Epis* *Seconded: Rhonda Evans*

1. *That the issue of restrictions on land subdivisions be added as a lobby issue under Strategic Plan Objective 1.*
2. *That Jim Epis, CEO Shire of Leonora provide an update to the GVROC Meeting on 30 June 2017 in relation to the visit to Leonora by representatives of the Department of Mines and Petroleum.*

CARRIED

Executive Officer Comment:

Since the GVROC CEOs Group Meeting Mr Epis has advised the Executive Officer of the outcome of the visit on the 30 May 2017 by DMP.

Mr Epis advised as follows:

Department of Mines and Petroleum's (DMP) Corporate Executive did visit Leonora on the 30th May, 2017.

The Acting Director General, Mr David Smith was also in attendance. The Shire's of Laverton, Menzies, Sandstone and Leonora participated in discussion. The networking meeting was very successful and provided the executive team with a better understanding of local issues.

The Acting Director General explained that he hoped Shire representatives were able to understand the importance of early discussions with his department and other government jurisdictions in development and developing matters.

In regards sub-divisions within townsites I have sought additional information from the DMP as to a practical way forward.

I know that the DMP, the Department of Lands and the mining company concerned in the Leonora matter have met to discuss the concerns of the local government . I'm sure a resolution will be reached in the not too distant future which will allow development to proceed subject to certain conditions. I'm sure this resolution could then be applied to other local governments in the region.

If local government can be patient for a little longer I'm sure everyone will be satisfied with the final result.

I expect additional information from the DMP on this matter in the next week or so. This will be provided to you very soon thereafter.

Mr Epis or other Member Councils who attended the meeting on 30 May 2017 may care to add further to the comments.

Additional Meeting Comment:

Mayor Bowler suggested that GVROC should seek funding from the State Government through the Exportation Incentives Scheme (EIS) to determine the levels of mineralisation in land close to town boundaries.

Consultation: Shire of Leonora

Voting Requirement: Simple majority

The matter is presented for discussion and decision.

RESOLUTION: **Moved: Mayor Bowler** **Seconded: Cr Hill**

That the GVROC CEOs Group investigate the opportunity for GVROC, either through GVROC or individual Member Councils, to seek funding the State Government's Exploration Incentives Scheme to determine the levels of mineralisation in land close to town boundaries.

CARRIED

11. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

11.1 State Councillor / Goldfields Esperance Zone President's Report (Attachment)

Cr Mal Cullen (President, Shire of Coolgardie)

Cr Cullen as GVROC's WALGA State Councillor has requested that Member Councils receive a copy of the State Councillor Report Guide for July 2017. This report will form the basis of his report to Member Councils.

He has also requested that Member Councils' attention be drawn to Agenda Item 8 (Additional Zone Resolutions as well as the Murchison Zone recommendations in Section 8 of the May 2017 State Council Minutes. These resolutions were as follows:

Early Childhood Learning Centres (Planning & Community Development)

That the Murchison Zone request WALGA State Council to investigate and report on the implementation of Early Childhood Learning Centres throughout the Midwest Region and the program outcomes.

Student Progression /Learning (Planning & Community Development)

That the Murchison Country Zone request the WALGA State Council to lobby the Education Department of Western Australia to review and amend policies so that school student progression to the next grade/level not be implemented until the student meets the required standard.

Rural Nursing Posts (Planning & Community Development)

That the Murchison Country Zone raise with WALGA State Council and other relevant bodies the critical issue with regard to the Staffing of Health Centres in the Murchison region.

This region recommends that Government policy should dictate that at least two nurses, as a minimum, should be stationed at Health Centres where there is no hospital.

11.2 WALGA Status Report (Attachment)

From Executive Officer

BACKGROUND:

Presenting the Status Report for June 2017 which contains WALGA's responses to the resolutions of previous Meetings

ZONE COMMENT:

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Meeting.

RECOMMENDATION:

That the Goldfields Voluntary Regional Organisation of Councils notes the State Councillor's and WALGA Status Report.

RESOLUTION: **Moved: Cr Hill** **Seconded: Mr Fitzgerald**
That the Goldfields Voluntary Regional Organisation of Councils notes the State Councillor's and WALGA Status Report.

CARRIED

11.3 Review of WALGA State Council Agenda - Matters for Decision

From Executive Officer

Background:

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The Zone is able to provide comment or submit an alternate recommendation that is then presented to the State Council for consideration.

5.1 Local Government Act and Regulations Review (05-034-01-0007 TB)

WALGA Recommendation

That WALGA:

1. Note the Local Government Act Review process announced by the Minister for Local Government.
2. Endorse the consultation process outlined in this report.

ZONE COMMENT:

The State Council agenda item lists a number of issues that have previously been identified including the following:

- a) Gifts
- b) Regional Subsidiaries
- c) Rating Exemptions:
 - Charitable Purposes provisions
 - Rate Equivalency Payments of Government Trading entities
- d) Financial Management Issues:
 - Borrowings
 - Investments*
 - Fees and Charges
 - Financial ratios

(* Noting that Regulation 19C(2)(b) of the Financial Management Regulations, permitting fixed term deposits to be invested for up to 3 years, was amended on 12 May 2017)
- e) Administration:
 - Electors' General Meetings to be optional
 - Designated Senior Officer section to be reviewed
 - Public Notices (modernisation of the Act to acknowledge electronic means)
- f) Functions of Local Governments:
 - Tender Thresholds
 - Establish Council Controlled Organisations (Local Government Enterprises)
 - Regional Council provisions (review of compliance requirements)
- g) Poll Provisions relating to amalgamations and boundary adjustments.
 - The poll provisions contained in Schedule 2.1 of the Local Government Act should be extended to provide any community whose Local Government is undergoing a boundary change or amalgamation with the opportunity to demand a binding poll of with the opportunity to demand a binding poll of electors.

Member Councils may have other issues they believe should be raised for discussion as part of the review process.

WALGA has flagged its intention to hold Zone/regional group forums on the Act/Regulatory amendment suggestions. These can be held in-conjunction with a Zone meeting or separately. It is expected that this process will be carried out between July and November 2017 with the State Council item being considered at the 6 December meeting.

Given the impact that any review of the Local Government Act and its associate regulations may have on Councils across the State it is imperative that the GECZ participate as comprehensively as possible in the consultation process.

At this point GVROC will only have two opportunities to have input into the consultation process. The first is at the GVROC Council Meeting to be held in Perth on Wednesday 2 August 2017. The second is at the GVROC Council Meeting to be held Friday 13 October 2017. GVROC also has the opportunity to participate in a WALGA sponsored forum, though details for such events have yet to be advertised. The last GVROC meeting for 2017 will be too late in which to have input into the review process as WALGA will have formulated a position to be considered by the Zones for the November/December round of Zone meetings with a recommendation developed for decision by State Council at the meeting to take place on Wednesday 6 December.

Given the recent comments by the CCC Commissioner, Hon John McKechnie QC, and the ever increasing levels of compliance placed on local governments, the Executive Officer believes that Member Councils should participate in any workshop or meeting arranged for the purpose of Act/Regulatory amendment suggestions.

Perhaps in the first instance GVROC could request a briefing from WALGA on the review process when it meets in Perth on Wednesday 2 August and then discuss the matter further when it meets on Friday 13 October, with a view to providing formal comment to WALGA at that time.

RECOMMENDATION:

1. That the WALGA Recommendation be supported; and
2. That GVROC request a briefing session from WALGA on the review of the Local Government Act/regulatory amendments at the GVROC Council Meeting to be held in Perth on Wednesday 2 August 2017.

RESOLUTION: **Moved: Cr Rathbone** **Seconded: Cr Dwyer**

1. That the WALGA Recommendation be supported; and
2. That GVROC request a briefing session from WALGA on the review of the Local Government Act/regulatory amendments at the GVROC Council Meeting to be held in Perth on Wednesday 2 August 2017.

Note: It was also agreed that the next GVROC CEOs Group Meeting (scheduled for Friday 14 July 2017) would be devoted to working through the review of the Local Government Act/regulatory amendments. Tony Brown advised that he would arrange for a WALGA representative to attend this meeting.

5.2 Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads (05-006-03-0008 MB)

WALGA Recommendation

That the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads be endorsed as a model policy for Local Government adoption.

ZONE COMMENT:

GVROC support the WALGA Recommendation.

5.3 Single Use Plastic Bag Ban (05-070-01-0001 RNB)**WALGA Recommendation**

That WALGA:

1. Advocate for a state wide ban for single use plastic bags.
2. Support members seeking to implement a Local Law to ban single use plastic bags.

ZONE COMMENT:

The issue of banning single plastic bags has been the subject of a number of attempts by some local governments to introduce a local law. It would seem the current State Government, unlike the previous Government, is not going to oppose the introduction of a local law.

WALGA could be seen to be more proactive in assisting local government introduce local laws if it was to develop a model local law that passes the scrutiny of the Joint Standing Committee on Delegated Legislation.

GVROC support the WALGA Recommendation.

5.4 Interim Submission on the Australian Government's Review of Climate Change Policies (05-028-03-0018 LS)**WALGA Recommendation**

That the interim submission in response to the Australian Government's Review of Climate Change Policies Discussion Paper be endorsed.

ZONE COMMENT:

GVROC support the WALGA Recommendation.

5.5 Coordinated Corella Project (05-046-02-0003 MH)**WALGA Recommendation**

That State Council:

1. Note the outcomes of the Coordinated Corella Control pilot program.
2. Endorse WALGA's proposed approach to the continuation and expansion of the Program in 2017/18.

ZONE COMMENT:

GVROC support the WALGA Recommendation.

5.6 Productivity Commission Inquiry into Horizontal Fiscal Equalisation 05-001-03-0006 DM)**WALGA Recommendation**

That State Council endorse WALGA's submission to the Productivity Commission Inquiry into Horizontal Fiscal Equalisation in Australia.

ZONE COMMENT:

Zone supports the WALGA recommendation

5.7 WALGA Draft Housing Strategy Guide and Housing and Community Profile Database (05-036-03-0020 CG)

WALGA Recommendation

That WALGA;

1. Note the Draft Housing Strategy Guide and Housing and Community Profile Database currently out for members comment;
2. Liaise with all relevant State Government agencies to seek feedback on the draft Housing Strategy Guide; and
3. Seek a commitment from these agencies that the Draft Housing Strategy Guide is a suitable best practice guide for Local Governments in preparing their Housing Strategies.

ZONE COMMENT:

GVROC support the WALGA Recommendation.

RECOMMENDATION:

That the Goldfields Voluntary Regional Organisation of Councils endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

RESOLUTION: **Moved: Cr Best** **Seconded: Cr Harris**

That the Goldfields Voluntary Regional Organisation of Councils endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

CARRIED

11.4 Review of WALGA State Council Agenda - Matters for Noting/Information

- 6.1 Discussion Paper - Third Party Appeal Rights in Planning (06-03-01-0001 GC)
- 6.2 Bushfire Risk Mitigation Program (05-24-02-0001 MP)
- 6.3 Control of Off-Road Vehicles (05-053-03-008 NH)
- 6.4 Short-Term Rental Accommodation and the Sharing Economy Discussion Paper (05-036-03-0016 CG)
- 6.5 Report on Local Government Road Assets and Expenditure 2015/16 (06007030016 MB)
- 6.6 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

11.5 Review of WALGA State Council Agenda - Organisational Reports

- 7.1 Key Activity Reports
 - 7.1.1 Report on Key Activities, Environment and Waste Unit (01-006-03-0017 MJB)
 - 7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)
 - 7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)
 - 7.1.4 Report on Key Activities, Planning and Community Development (01-006-03-0014 WC)

11.6 Review of WALGA State Council Agenda - Policy Forum Reports

7.2 Policy Forum Reports**7.2.1 Mayors/Presidents Policy Forum****7.2.2 Mining Community Policy Forum****7.2.3 Container Deposit Legislation Policy Forum****7.2.4 Freight Policy Forum****11.7 WALGA President's Report (Attachment)**

Presenting the WALGA President's Report

RECOMMENDATION:

That the Goldfields Voluntary Organisation of Councils notes the following reports contained in the WALGA State Council Agenda:

- Matters for Noting/Information;
- Organisational reports;
- Policy Forum reports; and
- WALGA President's Report.

RESOLUTION:**Moved: Cr Hill****Seconded: Cr Harris**

That the Goldfields Voluntary Organisation of Councils notes the following reports contained in the WALGA State Council Agenda:

- Matters for Noting/Information;
- Organisational reports;
- Policy Forum reports; and
- WALGA President's Report.

CARRIED**12. Agency Reports****12.1 Department of Local Government and Communities**

Nil

13. Members of Parliament

Nil

14. LATE ITEMS as notified, introduced by decision of the Meeting**14.1 Closure of the Goldfields Arts Centre****RESOLUTION:****Moved: Mayor Bowler****Seconded: Cr Dwyer**

That the matter of the pending closure of Goldfields Arts Centre be discussed.

CARRIED

The Mayor of Kalgoorlie-Boulder provided Member Councils with an update on the future of the Goldfields Art Centre (GAC). He advised the meeting the City was working to find a way to prevent the GAC from closing.

RESOLUTION: **Moved: Cr Rathbone** **Seconded: Cr Quadrio**

1. That GVROC support the City of Kalgoorlie-Boulder in its efforts to secure the future of the Goldfields Art Centre.
2. That GVROC calls on the State Government to establish a regional equivalent of the Perth Theatre Trust thereby ensure equitable access for residents in rural and regional Western Australia to arts and culture events.

CARRIED

15. FUTURE MEETINGS

- Friday 14 July 2017 – an in-person meeting of the GVROC CEOs Group (in Kalgoorlie unless otherwise determined);
- Wednesday 2 August 2017 – an in-person meeting of the GVROC Council in Perth during Local Government Week (venue to be determined);
- Friday 25 August 2017 – a teleconference to consider the WALGA State Council agenda for the State Council meeting to be held on Thursday and Friday 7 and 8 September 2017;
- Friday 15 September 2017 – an in-person meeting of the GVROC CEOs Group (in Kalgoorlie unless otherwise determined);
- Friday 13 October 2017 2016 – an in-person meeting of the GVROC Council (in Kalgoorlie unless otherwise determined);
- Friday 1 December 2017 – an in-person meeting of the GVROC Council to consider the WALGA State Council agenda for the State Council meeting to be held Wednesday 6 December 2017 (in Kalgoorlie unless otherwise determined);
- Friday 8 December 2017 an in-person meeting of the GVROC CEOs Group (in Kalgoorlie unless otherwise determined); and
- Friday 2 February 2018 – an in-person meeting of the GVROC Council in Esperance.

16. CLOSURE OF MEETING

There being no further business the Chair declared the meeting closed at 12.23pm

DECLARATION

These minutes were confirmed by the Goldfields Voluntary Regional Organisation of Councils at the meeting held on Wednesday 2 August 2017

Signed _____

Person presiding at the meeting at which these minutes were confirmed