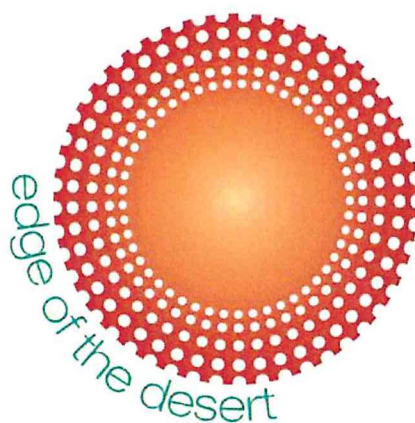


Shire of Wiluna

MINUTES



Ordinary Meeting of Council

Held

Wednesday 19 December 2018

Table of Contents

1.	Declaration of Opening and Announcement of Visitors	3
2.	Public Question Time	3
a)	Responses to Previous Public Questions taken on Notice	3
b)	New Questions	3
3.	Record of Attendance	3
a)	Apologies and Leave of Absence Previously Approved	3
b)	Applications for Leave of Absence.....	3
c)	Notations of Interest:.....	4
4.	Petitions and Deputations	4
5.	Confirmation of Minutes of Previous Meeting.....	5
6.	Status Report.....	5
7.	Announcements by the person presiding without discussion	5
	The Shire President wished to congratulate Clinton Farmer and family on the success of his Sandalwood business.	5
8.	Matters for which meeting may be closed	5
9.	Reports of Officers and Committees.....	5
9.1.	Executive Manager Technical Services	5
9.1.1.	Bush Fire Notice 2018/19	5
9.2.	Deputy Chief Executive Officer	7
9.2.1.	Financial Activity Report – November 2018.....	7
9.2.2.	Accounts Paid by Delegated Authority – November 2018.....	8
9.2.3.	Financial Investments – November 2018	9
9.2.4	Adoption of the Tjukurba Art Gallery Business Plan for the Triennium 2019 to 2021 12	
9.3.	Chief Executive Officer	14
9.3.1.	Risk Management Policy	14
9.3.2.	Policy Manual Review.....	23
9.3.3.	Radio Rebroadcast in Wiluna	27
9.4.	Committee Reports	30
10.	Elected Members Motion of Which Previous Notice Has Been Given.....	30
11.	Urgent Business Approved by the Person Presiding or by Decision of Council.....	30
12.	Matters Behind Closed Doors.....	31
12.1.	Proposed Lease Shire of Wiluna (Wiluna Go-Kart Facility).....	31
12.2.	RFT 2018-05 Wiluna Rural Roads Construction	32
12.3.	RFT 2018-04 Wongawol Road Culverts and Floodways.....	32
12.4	Expression of Interest – Lease of 24 Woodley Street.....	33
12.5.	Proposed Purchase of 77 Wotton Street	33
12.6.	CEO Performance Review	34
13.	Closure	34

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

APPENDICES

APPENDIX 9.1.1.	Bush Fire Notice 2018/19
APPENDIX 9.2.1.	Financial Report - November 2018
APPENDIX 9.2.2.	Payments made by Authority – November 2018
APPENDIX 9.2.3.	Investment Report – November 2018
APPENDIX 9.3.1.	Draft Risk Management Policy
APPENDIX 9.3.2.	Policy Manual
APPENDIX 9.3.3.	Radio rebroadcasting quote

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.
Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

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

The Chairperson declared the meeting open at 12.17pm and welcomed Councillors and staff.

2. Public Question Time**a) Responses to Previous Public Questions taken on Notice**

Nil

b) New Questions

Nil

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

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

In Attendance:

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

b) Applications for Leave of Absence

Cr Petterson requested a leave of absence for the February 2019 meeting and Cr Thomas requested a 3 month leave of absence from February – April 2019.

Council Decision**MOVED CR HARRIS****SECONDED CR PETTERSON**

That a leave of absence be granted to Cr Petterson for the February 2019 Ordinary Council meeting and that Cr Thomas be granted a 3 month leave of absence from February – April 2019.

CARRIED 7/0**Resolution 135/18**

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

c) Notations of Interest:

i. Financial Interest Local Government Act Section 5.60A

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Caroline Thomas	12.2.	Director of GWH	Direct
	12.3.	Director of GWH	Direct

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Norma Ward	12.2.	Possible sub-contractor	Direct
	12.3.	Possible sub-contractor	Direct

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Peter Grundy	12.4.	Seeking the lease	Direct

ii. Proximity Interest Local Government Act Section 5.60B

Nil

iii. Interest Affecting Impartiality Shire of Wiluna Code of Conduct

Nil

4. Petitions and Deputations

Nil

Council Decision

MOVED CR PETTERSON

SECONDED CR HARRIS

That the meeting be adjourned at 12.20pm for approximately ½ hr for a lunch break

CARRIED 7/0

Resolution 136/18

Cr Harris was not present at the resumption of the meeting

Council Decision

MOVED CR THOMAS

SECONDED CR LONG

That the meeting be resumed at 12.47pm

CARRIED 6/0

Resolution 137/18

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

5. Confirmation of Minutes of Previous Meeting**Council Decision****MOVED CR THOMAS****SECONDED CR WARD**

That the Minutes of the Ordinary Meeting held on 28 November 2018 be accepted as a true record of the meeting.

CARRIED 6/0**Resolution 138/18****6. Status Report**

Nil

7. Announcements by the person presiding without discussion

The Shire President wished to congratulate Clinton Farmer and family on the success of his Sandalwood business.

The Shire President extended his best wishes for Christmas and the New Year to all Councillors and staff.

8. Matters for which meeting may be closed

Items 12.1. to 12.6. inclusive.

9. Reports of Officers and Committees**9.1. Executive Manager Technical Services****9.1.1. Bush Fire Notice 2018/19**

Reporting Officer: Angela Hoy – Executive Manager Technical Services

Date of Report: 6 December 2018

Date of Meeting: 19 December 2018

Disclosure of Interest: Nil

Purpose

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

Background

Every year the Shire of Wiluna notifies ratepayers and residents that there is a statutory requirement for the maintenance and installation of firebreaks within their property and that there are restricted and prohibited burning periods. The notice is

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

given by way of displaying the notice around town; and inclusion in the monthly newsletter "The Wiluna Wire". Additionally a notice will be sent by post to all land owners/occupiers within the Shire.

Comment

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

Consultation

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

Statutory Environment

Section 33 of the Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Compliance of Bush Fire Notice approved in 18/19 Budget

Strategic Implications

Green Wiluna – well managed and maintained buildings and facilities.
Healthy, Safe and Fun Wiluna –A healthy environment managed in accordance with best practice standards and regulatory controls

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation & Council Decision</i>	<i>Item 9.1.1.</i>
MOVED CR GRUNDY	SECONDED CR PETTERSON
Adopt the attached Fire Control Notice for the 2018-2019 Bush Fire Season	
<u>CARRIED 6/0</u>	Resolution 139/18

Cr Petterson left the meeting at 12.51pm

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.
Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

9.2. Deputy Chief Executive Officer

9.2.1. Financial Activity Report – November 2018

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

Purpose

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

Background

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

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

Comment

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

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

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

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

Consultation

Nil

Statutory Environment

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

Risk Assessment

Nil

Policy Implications

Nil

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Financial Implications

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

Strategic Implications

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

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 9.2.1.****MOVED CR THOMAS****SECONDED CR WARD**

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

CARRIED 5/0**Resolution 140/18****9.2.2. Accounts Paid by Delegated Authority – November 2018**

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

Purpose

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

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

- (a) the payee's name; and
- (b) the amount of the payment; and

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

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

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

Risk Assessment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 9.2.2.****MOVED CR GRUNDY****SECONDED CR THOMAS**

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

CARRIED 5/0**Resolution 141/18****9.2.3. Financial Investments – November 2018**

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

Purpose

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

Background

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

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

Comment

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

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

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

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

With our flood damage repair works proceeding and some uncertainty over the timing of the receipt of WADDRA recoups, we have confined our non-reserve term deposits to shorter terms 30-day to 60-day range. This requires foregoing the higher yields available on longer-term investments but makes the cash-flow projections easier (because they are shorter).

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

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

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

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

Consultation

Nil

Statutory Environment

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

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

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

Risk Assessment

Our primary tools for managing our investments risks are:

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

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

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

Chart 1

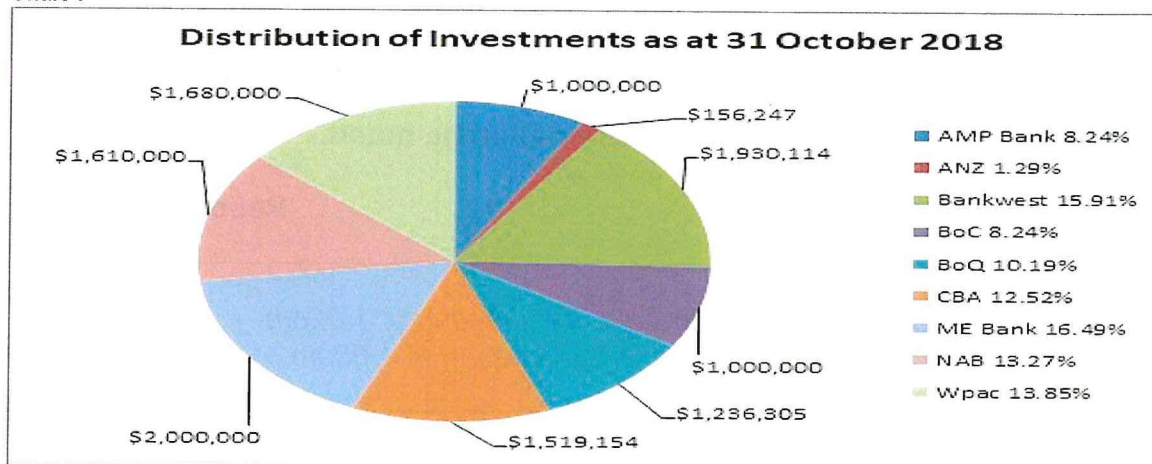
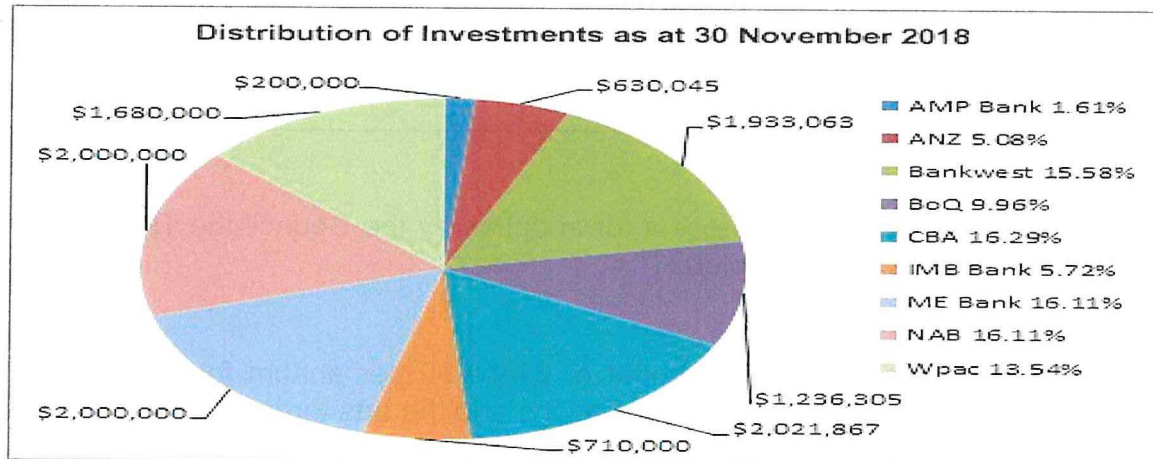


Chart 2



DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

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

Policy Implications

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

Financial Implications

Interest earned from investments is an income for the Shire.

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

Strategic Implications

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

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 9.2.3.****MOVED CR THOMAS****SECONDED CR WARD****That the report be received and the information be noted.****CARRIED 5/0****Resolution 142/18**

Cr Petterson returned to the meeting at 1.02pm
Cr Harris returned to the meeting at 1.05pm

9.2.4 Adoption of the Tjukurba Art Gallery Business Plan for the Triennium 2019 to 2021

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

Purpose

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

Background

The Shire obtains funding in the amount of \$145,000 per annum for Tjukurba Art Gallery from the Department of Communications and the arts through the Indigenous

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Visual Arts Industry Support (IVAIS) program. The last instalment under the current funding agreement is due to be paid in December 2020.

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

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

Comment

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

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

Of course, that is what all business plans are supposed to be. But sometimes when the thinking has been contracted out, it is too easy to let the business plan sit on the shelf. The business plan attached hereto comes with some management commitment.

Consultation

CEO Colin Bastow

Administration Assistant Julie Greatbatch

Statutory Environment

Nil

Risk Assessment

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

Policy Implications

Yet to be assessed (if any)

Financial Implications

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Strategic Implications

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

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

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision		Item 9.2.4.
MOVED CR GRUNDY	SECONDED CR THOMAS	
That the draft Tjukurba Art Gallery business plan for 2019 to 2021 attached to the agenda as Appendix 9.2.4 be adopted.		
<u>CARRIED 7/0</u>		Resolution 143/18

9.3. Chief Executive Officer**9.3.1. Risk Management Policy**

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

Purpose

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

Background

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

The Shires of Leonora, Laverton, Menzies and Wiluna supported proceeding to the tender stage for Statutory Compliance Services and subsequently the tender was awarded to Moore Stephens. This tender includes risk management support services, and as a result, the timing of work already in progress relating to risk has

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

been reviewed to maximise efficiency with the delivery of statutory support and compliance services. Risk Management was one of the services included in the service scope/fee response to be delivered by Moore Stephens.

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

Comment

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

The draft policy states a *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within the standard. A draft Strategy has been developed by Moore Stephens in consultation with the Shire, aligned with the draft risk management policy, and considers the context of the Shire. The draft Strategy is being presented to the Audit and Risk Committee at its December 2018 meeting. By providing the necessary guidance and direction to be followed by the Shire in its risk management activities, the draft Strategy will support the attached draft risk management policy and provide the level of detail required relating to how the Shire will progress with risk management activities.

Consultation

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

Statutory Environment

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

Risk Assessment

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Policy Implications

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

Financial Implications

Nil

Strategic Implications

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

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

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

Strategic references within the Shire of Leonora Strategic Community Plan 2017-2027 demonstrate connections between services and the desired outcomes and community vision for the Shire of Leonora, particularly in relation to Governance services in this instance such as 4.1 Efficient service offerings to the community, 4.2 Effective and open engagement with all sections of the community, 4.5 Strong leadership and planning.

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 9.3.1.*****MOVED CR GRUNDY****SECONDED CR PETTERSON****That Council adopt the amended Risk Management Policy as below****CARRIED 7/0****Resolution 144/18**

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Shire of Wiluna Policy Manual

POLICY:	RISK MANAGEMENT POLICY
POLICY NO:	2.33
SECTION:	ADMINISTRATION/FINANCE
COUNCIL MEETING HELD & ADOPTED:	19/12/2018 RES. XXX/XX
DATE TO BE REVIEWED:	2020

OBJECTIVE

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Wiluna, facilitating value creation and protection.

POLICY STATEMENT

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within *AS/NZS ISO 31000:2018 Risk management - Guidelines*.

RISK TOLERANCE AND APPETITE:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

RISK MANAGEMENT COMMITMENT:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *AS/NZS ISO 31000:2018*, through the '*Risk Management Strategy*'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;
- Promoting and conveying the value of risk management across the Shire;
- Encouraging methodical monitoring of risks;
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

This policy is to remain in force until otherwise determined by Council.

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Consequences

	Extreme	Major	Moderate	Minor	Insignificant
Visitors	Death; Hospitalisation of 3 or more visitors. Death resulting from exposure/isolation	Permanent injury; Hospitalisation of 1 or 2 visitors; Medical expenses or injury / illness for 3 or more visitors	Medical expenses; or injury / illness for 1 or 2 visitors	Evaluation and treatment with no medical expenses	No treatment required or declined treatment
Complaints	Multiple Complaints made simultaneously to multiple agencies and threatening media attention and litigation	Complaint made simultaneously to multiple agencies	Complaint made direct to the Board or Executive; or Complainants threatening media attention or litigation	Complaint made concerning multiple issues or about multiple areas of the organisation	Direct contact from the complainant to the area concern or the Complaints department
Environmental	Toxic release off-site with detrimental effect; or Fire requiring evacuation	Off-site release with no detrimental effects; or fire that grows larger than an incipient stage	Off-site release contained with outside assistance; or Fire at incipient stage or less	Off-site release contained without outside assistance	Nuisance releases
Financial	Critical financial loss over \$1,000,000	Major financial loss \$100,000 - \$1,000,000	Moderate financial loss \$10,000 - \$100,000	Minor financial loss less than \$10,000	No financial loss
Legal	Compensation sought for more than \$1,000,000	Compensation sought for less than \$1,000,000	Compensation sought for less than \$100,000	Compensation sought for less than \$20,000	Compensation sought for less than \$5,000
Media	Published in early general news, aired on radio, aired on television news or current affairs for more than three days	Published in early general news, aired on radio, aired on television news or current affairs for up to three days	Published or aired in more than one news medium for one day.	Brief coverage in either print or electronic media for one day. Media enquiries without actual publication or airing of story.	Threatened media attention.
Reputation	Irreparable damage to corporate reputation	Sustained, but repairable, damage to corporate reputation; Irreparable damage to personal reputation of Senior Staff	Short term damage to corporate reputation; Sustained damage to personal reputation of Staff	Threatened or perceived damage to reputation	No actual damage to reputation
Security	Personal Abduction/death Property Damage/Loss over XXXXXX	Physical assault/violence – injury sustained Property Damage/Loss over XXXXXX	Physical assault/violence – no injury Property Damage/Loss over \$10,000	Verbal aggression or abuse in person Property Damage/Loss under \$10,000	Verbal aggression or abuse over the phone Property Damage/Loss under \$1,000
Services	Complete loss of management function	Major loss of management function including cancellation of events or bookings	Disruption to users due to management problems	Reduced efficiency; or Disruption to management function	No loss of management function

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Staff	Death; or Hospitalisation of 3 or more staff/volunteers	Permanent injury; or Hospitalisation of 1 or 2 staff/volunteers; or Medical expenses, lost time or restricted duties or injury / illness for 3 or more staff/volunteers	Medical expenses; or Lost time or restricted duties or injury / illness for 1 or 2 staff/volunteers	First aid treatment only with no medical expenses, lost time or restricted duties	No injury or review required
-------	---	--	--	---	------------------------------

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Likelihood

AKA	Definition	Timeframe
Frequent	is expected to recur either immediately or in a short period of time	once per month
Probably	will probably occur in most circumstances	once per quarter
Occasional	probably will recur or could occur at some time	once per year
Uncommon	possibly will recur or could occur at some time	once every 5 years
Remote	unlikely to recur or may occur only in exceptional circumstances	less common than once every 5 years

Risk Rating Matrix

		Consequences			
Likelihood		Extreme	Major	Moderate	Minor
	Frequent	Extreme	Extreme	High	Moderate
	Probably	Extreme	Extreme	High	Moderate
	Occasional	Extreme	High	High	Moderate
	Uncommon	Extreme	High	Moderate	Low
	Remote	High	Moderate	Moderate	Low

Modified from AS 4360:2004

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Action Plan

	Extreme	High	Moderate	Low
Priority	Immediate Action	Senior Management attention is needed	Management Responsibilities needs to be specified	Is manageable by routine procedures at a local level
Time frame to Commence Action	within 1 week	within 1 month	within 3 months	within 6 months
Ongoing Management Responsibility	ORS	BSA	Management Team	Volunteers

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

9.3.2. Policy Manual Review

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

Purpose

Council to review its Policy Manual and consider making amendments.

Background

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

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

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

Moving forward the Shire will keep two separate Policies Manual:

- Current Policies, and
- Deleted Policies.

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

Comment

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

1.1 The Policy Manual Record

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

Clause 6 has the word “preferably” inserted.

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council’s decision.

1.2 Public Question Time

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

1.4 Gratuity Payments

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

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

1.7 Use of Shire Logo

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

1.9 Media Statements

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

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

1.23 Delegation Reports Councillors/Officers

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

1.25 Elected members: Representation/delegation & Professional Development

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

Correction of a small reference error.

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

1.26 Elected Members Remuneration

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

Inserted the frequency of the allowance payments.

2.1 Flying Flags

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

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

2.6 Purchasing of Goods and Services

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

2.7 Regional Price Preference

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

2.10 Housing Allowances

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

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

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

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

2.12 Superannuation Contributions

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

2.16 Payment of Accounts

Updated position titles.

Removed cheque as a payment option.

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

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

2.25 Rating Administration

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

2.27 Vehicle Usage

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

Require staff to complete a monthly vehicle checklist.

2.30 Staff Special Remuneration Allowances

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

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

3.1 Crossovers

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

7.4 Employment with the Shire

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

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

It is recommended that this policy be deleted.

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

Consultation

Katrina Boylan, Executive Assistant

Angela Hoy, Executive Manager Technical Services

Warren Olsen, Deputy Chief Executive Officer

Statutory Environment

Local Government Act 1995

Policy Manual

1.1 The Policy Manual Record

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

Risk Management Implications

That Policies are not relevant or functional.

Policy Implications

Recommended changes to the Policy Manual as listed above.

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Financial Implications

Nil

Strategic Implications

5.1 Strong Leadership and governance

5.1.1 Provide leadership to the Community and Staff

Voting Requirements SIMPLE MAJORITY**Officer Recommendation & Council Decision****Item 9.3.2.****MOVED CR HARRIS****SECONDED CR WARD****That Council adopts the current policy manual as presented.****CARRIED 7/0****Resolution 145/18****9.3.3. Radio Rebroadcast in Wiluna**

Reporting Officer: Colin Bastow, Chief Executive Officer

Date of Report: 12 December 2018

Date of Meeting 19 December 2018

Disclosure of Interest: Nil

Purpose

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

Background

The Shire rebroadcasts the following radio stations:

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

Unfortunately, the equipment used by the shire to rebroadcast the above radio stations is of a domestic nature and was not designed for its current purpose. As a result, the Shire experiences issues every time there is bad weather. The quality of the rebroadcast will also have sound quality issues.

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

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

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

Comment

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

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

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

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

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

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

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

Consultation

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

Statutory Environment

Local Government Act 1995
Telecommunication Act 1997

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

Risk Management Implications

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

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

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

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

Policy Implications

Nil

Financial Implications

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

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

Quote from Satellite Television & Radio Australia

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

Quote from Geraldton TV and Radio Services Co.

- Fix existing equipment \$2,900

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

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

Above figures are Ex GST.

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

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Strategic Implications

4.3 Well managed and maintained buildings and facilities.

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

Voting Requirements ABSOLUTE MAJORITY

Officer Recommendation & Council Decision		Item 9.3.3.
MOVED CR HARRIS	SECONDED CR PETTERSON	
1. The Shire's 2018/19 Budget be amended to an additional \$65,000 (\$66,000 Total) in account E115131 Wiluna TV & Radio Rebroadcasting Equipment Operation & Mtce Costs,		
2. Accept Satellite Television & Radio Australia quote (Option 3) for \$48,500, and		
3. Purchase a replacement antenna from Satellite Television & Radio Australia for \$10,000.		
<u>CARRIED 7/0 by Absolute Majority</u>		Resolution 146/18

9.4. Committee Reports

Nil

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

Nil

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

Nil

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

12. Matters Behind Closed Doors***Officer Recommendation & Council Decision*****MOVED CR HARRIS****SECONDED CR GRUNDY**

Procedural recommendation that the meeting is closed to the public, pursuant to S5.23 (2) subparagraphs (a), (b) (c) and (e)(iii) to consider Confidential Item 12.1. which contains a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; Confidential Items 12.2. and 12.3. which contains information about the business, professional, commercial or financial affairs of a person, Confidential Item 12.4. which contains personal affairs of a person; a contract which may be entered into, Confidential Item 12.5. which contains a contract that may be entered into and Confidential Item 12.6 which contains a matter affecting an employee.

CARRIED 7/0**Resolution 147/18****12.1. Proposed Lease Shire of Wiluna (Wiluna Go-Kart Facility)*****Council Decision******Item 12.1.*****MOVED CR HARRIS****SECONDED CR GRUNDY**

1. Authorise the CEO to apply to the Minister of Lands for approval to lease over a portion of Reserve 42639 as attached, as per the submission of the alternative lease area.
2. Approve the CEO to enter into a suitable lease agreement with Northern Star Resources for the portion of the Reserve 42639 as a Go-Kart facility with Northern Star Resources (Jundee) subject to the Minister of Lands consent.

CARRIED 7/0**Resolution 148/18*****Reason for Change:***

Council resolved to change the lease area as the submission of an alternative location was considered to be a superior option as it will better allow for other recreation uses on the Reserve.

Councillors Thomas and Ward declared an interest in Items 12.2. and 12.3. and left the meeting at 2.13pm

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

12.2. RFT 2018-05 Wiluna Rural Roads Construction**Officer Recommendation & Council Decision****Item 12.2.****MOVED CR HARRIS****SECONDED CR LONG****That**

1. The final report from Greenfield Technical Services be noted
2. The scope of work be reduced to reflect the adopted budget, and post tender negotiations be held with the successful tenderer as follows
3. That tender RFT 2018-05 be awarded to Roadtech Constructions subject to confirmation of project resources, program and availability to complete the works by 30th May 2019.

CARRIED 3/2**Resolution 149/18**

Cr Quadrio voted against the motion and wished his objection to be noted that the tendered price per kilometre was overinflated.

Cr Grundy voted against the motion and wished his objection to be noted that the winning tender was not value for money.

12.3. RFT 2018-04 Wongawol Road Culverts and Floodways**Officer Recommendation & Council Decision****Item 12.3.****MOVED CR HARRIS****SECONDED CR PETTERSON****That**

4. The final report from Greenfield Technical Services be noted
5. The scope of work be reduced to reflect the adopted budget, and post tender negotiations be held with the successful tenderer as follows
6. That tender RFT 2018-04 be awarded to Roadtech Constructions subject to confirmation of project resources, program and availability to complete the works by 30th May 2019.

CARRIED 5/0**Resolution 150/18**

Crs Thomas and Ward returned to the meeting at 3.20pm
Cr Grundy declared an interest in Item 12.4. and left the meeting at 3.20pm
Cr Harris left the meeting at 3.26pm and returned at 3.28pm
Cr Petterson left the meeting at 3.28pm and returned at 3.33pm
Angela Hoy left the meeting at 3.26 and returned at 3.33pm

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.
Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

12.4 Expression of Interest – Lease of 24 Woodley Street**Officer Recommendation & Council Decision****Item 12.4.****MOVED CR THOMAS****SECONDED CR HARRIS****That:**

- 1. The CEO be instructed to negotiate with Riloch Pty Ltd with a view to achieving agreement in principle to conditions of a lease of 24 Woodley Street as outlined in this report.**
- 2. Subject to Riloch Pty Ltd being agreeable to proceed with a lease subject to these terms, conditions and limitations, then the CEO be instructed to:**
 - a. Cause a lease agreement to be drafted;**
 - b. Give local public notice of the proposed lease in accordance with the requirements of subsection 3.58 (3) of the Local Government Act 1995;**
 - c. Report back to the Council with any submissions received in relation to the proposed disposal.**

CARRIED 6/0**Resolution 151/18***Cr Grundy returned to the meeting at 3.34pm***12.5. Proposed Purchase of 77 Wotton Street****Officer Recommendation & Council Decision****Item 12.5.****MOVED CR PETTERSON****SECONDED CR THOMAS****That:**

- 1. The 2018-2019 annual budget be amended as follows:**
 - a) Reduce the provision in capital account C091206 (Land Purchases) by \$120,000; and**
 - b) Increase the provision in capital account C132360 (Commercial Property Purchase) by \$120,000.**
- 2. The CEO be instructed to accept the offer from the Department of Planning, Lands and Heritage to sell 77 Wotton Street (Lot 1486 on DP 186969) to the Shire for \$70,000.**

CARRIED 7/0 by Absolute Majority**Resolution 152/18***Warren Olsen and Angela Hoy left the meeting at 3.37pm and did not return
Katrina Boylan left the meeting at 3.39pm and did not return***DISCLAIMER READING**

Resolutions are not considered final until the minutes of the meeting are confirmed.

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

12.6. CEO Performance Review***Officer Recommendation & Council Decision******Item 12.6.*****MOVED CR PETTERSON****SECONDED CR HARRIS**

That Mr. Mike Fitzgerald from Fitzgerald Strategies be appointed as the independent facilitator to assist the Council and the CEO through the 2018 CEO Performance Appraisal process at a time to be decided by Council and Mike Fitzgerald.

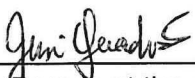
CARRIED 7/0**Resolution 153/18*****Officer Recommendation & Council Decision*****MOVED CR PETTERSON****SECONDED CR LONG**

That the meeting be re-opened to the public.

CARRIED 7/0**Resolution 154/18****13. Closure**

There being no further business the Chairperson closed the meeting at 3.43pm.

These minutes were confirmed at the Ordinary Meeting of Council on the 27 February 2019

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

Date: 27/2/19

DISCLAIMER READING

Resolutions are not considered final until the minutes of the meeting are confirmed.

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



SHIRE OF WILUNA FIRE CONTROL ORDER **FIRST AND FINAL NOTICE**

In pursuance of the powers conferred under Section 33 of the Bush Fires Act 1954 (as amended), notice is hereby give to all owners and/or occupiers of land within the Shire of Wiluna, that land owners and/or occupiers are required to carry out fire prevention work in accordance with this notice on land which they own, occupy or manage. All works required by this notice shall be maintained during the specified periods.

PERMITS TO BURN ARE REQUIRED ALL YEAR ROUND

FOR ALL EMERGENCIES DIAL 000

Burning of Refuse, Rubbish or Garden Waste is prohibited within all town boundaries during the Restricted and Prohibited period

DEFINITIONS

FLAMMABLE MATERIAL

Any dead or dry grass, vegetable, substance, object, thing or material (except living flora including live and/or habitat standing trees) that may or is likely to catch fire and burn or any other thing deemed by an Authorised Officer to be capable of combustion.

PROHIBITED BURNING PERIOD

Is the time period of each year where it is unlawful to set fire to the bush at anytime. This time is from 1st November to 31st March of the following year. This time may be amended, subject to prevailing seasonal conditions.

RESTRICTED BURNING PERIOD

The time period of each year where it is unlawful to set fire to the bush without a valid Permit to Set Fire To The Bush issued by an Authorised Officer. Shire of Wiluna has two (2) periods:

Restricted Burning Period 1: 20th September to 31st October

Restricted Burning Period 2: 1st April to 12th May

FIREBREAK

Means an area of ground, of at least 3 metres (3.0) wide that has all materials (living or dead) removed by scarifying, cultivating, ploughing or other means to bare mineral earth, and includes the pruning and removing of any living or dead trees, scrub or other material that overhangs the cleared firebreak area or a vertical height of four (4.0) metres from the ground and to provide suitable access for fire fighting vehicles.

FUEL DEPOT

Means an area of land, a building or structure where fuel (i.e. petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or manner.

EXPLOSIVES

Has the same meaning given to it by the *Dangerous Goods Act 2004* and the regulations pursuant to it.

TOWNSITE LAND

Means land within the district that is within the boundaries of a townsite (and for the purposes of the definition "townsite" has the meaning given it in section 6(1) of the *Local Government Act 1995*).

FIRE PREVENTION REQUIREMENTS

1. Townsite Land:

- a) Where the area of land is 2024m² or less, all flammable material from the whole of the land is to be removed (to a height not exceeding 100 millimetres or the satisfaction of a Fire Control Officer.
- b) Where the land is greater than 2024m², a firebreak of not less than three (3.0) metres in width.
- c) All land must be kept clear of accumulated organic matter such as leaf litter, garden rubbish or any other refuse which may present a hazard.

2. Land outside Townsites:

- a) Two firebreaks surrounding all buildings on land that is outside town sites. Not less than three (3.0) metre wide and cleared of all flammable materials. The inner firebreak is to be not more than twenty (20) metre from the perimeter of the building or groups of buildings and the outer

firebreak not less than twenty (20) metres and not more than one hundred (100) metres from the inner firebreak.

3. Fuel Dumps and Deposits:

All flammable materials must be removed from land where fuel drum ramps or dumps are located and fuel drums, whether containing fuel or not are stored to a distance of at least (10) metres outside the perimeter of any drum, ramp or stack of drums. Where bulk fuel is stored this distance is to be measured from the outside of the bunding which is in place.

4. Explosives Magazines and Storage Area:

All flammable materials are to be removed to bare earth between any bunkers or storage facilities and between storage facilities and the perimeter of any such area. All flammable materials are to be removed for a distance of at least ten (10) metres from the perimeter of any such storage area.

5. Power Lines and Power Transmission Lines:

Aerial hazards to power and transmission lines shall be cleared or reduced as per guidelines issued by the Office of Energy Safety. For power lines conducting less than or equal to 33,000 volts; ground fuels such as grasses shall be cleared to a minimum of 3 metres either side of a centre line created by the poles or towers. The total cleared area shall not be less than six (6) metre wide and the entire area shall be maintained to the standard of a mineral earth break.

For power transmission lines greater than 33,000 volts two mineral earth breaks are required to be at least three (3) metres either side of the widest point of any arms on the pole or tower. All power and transmission lines are to be maintained as per Australian Standard AS7000, to assist in minimizing the risk from sparks or arcing.

VARIATIONS

If it is considered to be impractical to comply with the provisions of this Notice, you must apply for a variation by the following means:

- Apply in writing to the Shire of Wiluna, written approval from Council or its Duly Authorised Officer must be obtained for any variation or exemptions.
- Provide detailed plan of your land detailing the alternate positions of Firebreaks and/or other prevention measures. This must be evaluated and authorized in writing by the Shire of Wiluna.
- A fire management plan for the land must be lodged with the Shire of Wiluna. Proof of compliance with the plan or inspection must be made available to an authorized person on request.

Approval for variations will only be granted up to and before 30th November in any year. If permission is not granted by Council or its Duly Authorised Officer then the owner/or occupier shall comply with the requirements of this notice. Where required works have not been undertaken and no application for a variation has been received the land owner or manager is taken to be non-compliant.

SPECIAL ORDERS: The requirements of this Notice are considered the minimum standard for fire prevention.

Not only to protect individual properties but the district generally. Fire Control Officers have the power to issue Special Orders pursuant to Section 33 of the *Bush Fires Act 1954* to individual land owners if hazard removal or reduction, or any additional works are considered necessary.

Permits to burn must be obtained before lighting any fire. Permits can only be obtained from the Shire of Wiluna on 9981 8000.

If the requirements of the Notice are in addition to and do not derogate or detract from any other requirement under any other written law or legislation.

Failure to comply with this Notice is an offence and shall subject the offender to penalties prescribed in the *Bush Fires Act 1954* (as amended). Where a person is in default of this notice, the Shire of Wiluna may perform the required works and recover the cost of performing the work from the land owner and/or occupier.

All enquires relating to Fire should be directed to the Shire of Wiluna on 9981 8000 or to the Chief Bush Fire Control Officer on 0448978128

Colin Bastow
Chief Executive Officer



SHIRE OF WILUNA

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	1
Monthly Summary Information	2
Statement of Financial Activity by Program	5
Statement of Financial Activity By Nature or Type	6
Statement of Financial Position	7
Statement of Capital Acquisitions and Capital Funding	8
Statement of Budget Amendments	9
Note 1 Significant Accounting Policies	10
Note 2 Explanation of Material Variances	16
Note 3 Net Current Funding Position	17
Note 4 Cash and Investments	18
Note 5 Budget Amendments	19
Note 6 Receivables	20
Note 7 Cash Backed Reserves	21
Note 8 Capital Disposals	22
Note 9 Rating Information	23
Note 10 Information on Borrowings	24
Note 11 Grants and Contributions	25
Note 12 Trust	26
Note 13 Details of Capital Acquisitions	27

SHIRE OF WILUNA

Compilation Report

For the Period Ended 30 November 2018

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 2,3, and 4.
No matters of significance are noted.

Statement of Financial Activity by reporting program

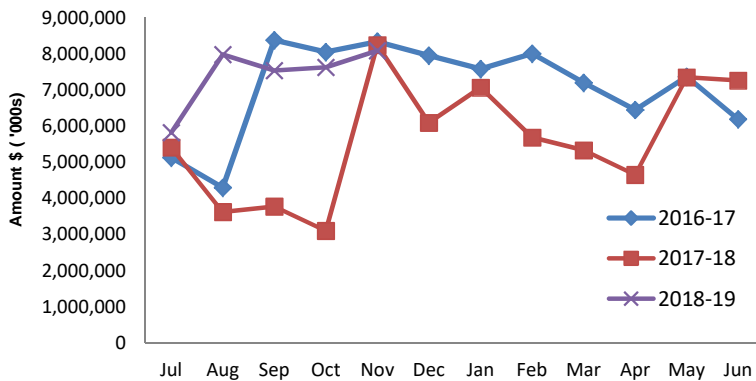
Is presented on page 5 and shows a surplus as at 30 November 2018 of \$8,085,065.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

SHIRE OF WILUNA

Monthly Summary Information
For the Period Ended 30 November 2018

Liquidity Over the Year (Refer Note 3)



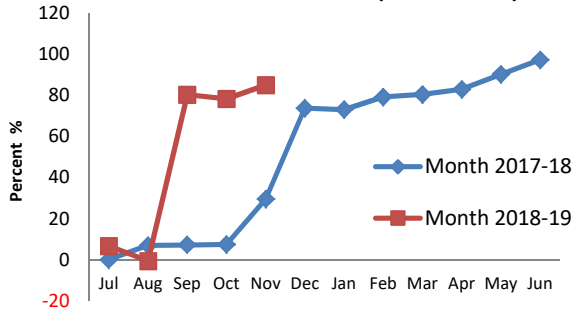
Cash and Cash Equivalents as at period end

Unrestricted	\$	6,528,334
Restricted	\$	5,896,952
	\$	12,425,287

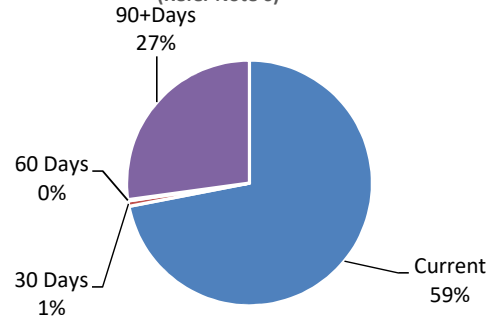
Receivables

Rates	\$	762,433
Other	\$	977,147
	\$	1,739,581

Rates Receivable (Refer Note 6)

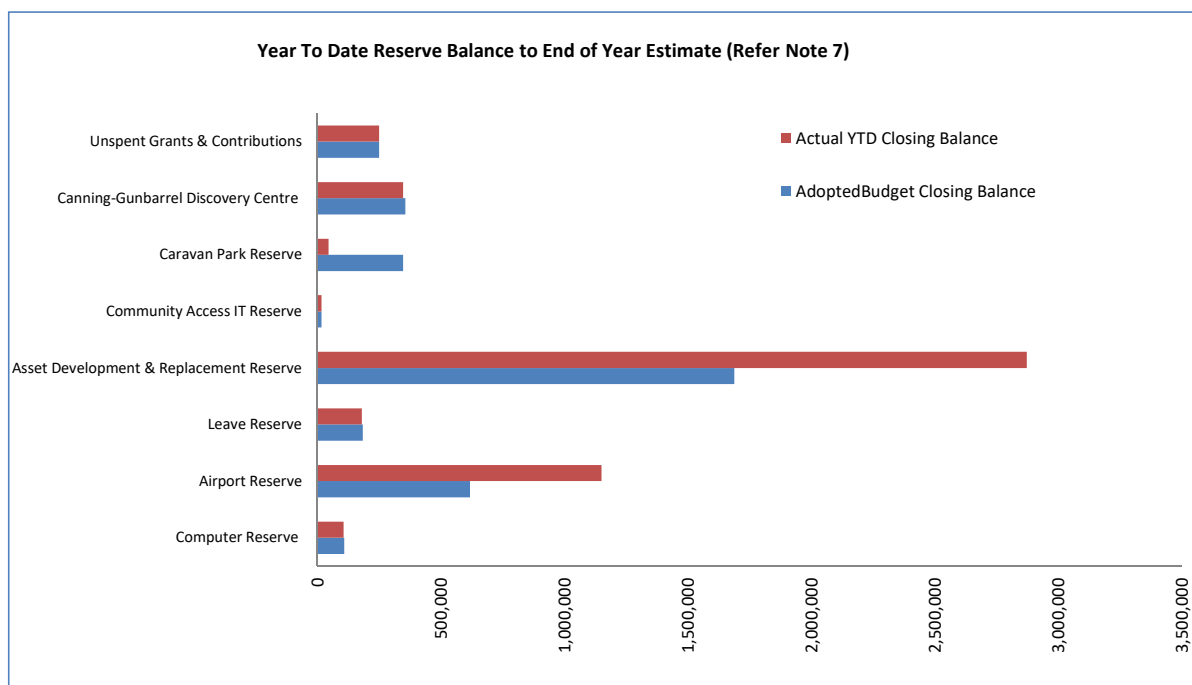


**Accounts Receivable Ageing (non-rates)
(Refer Note 6)**



This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILUNA
Monthly Summary Information
For the Period Ended 30 November 2018



This information is to be read in conjunction with the accompanying Financial Statements and notes.

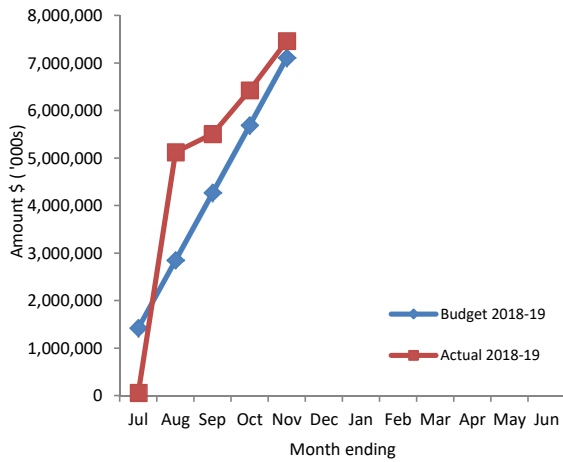
SHIRE OF WILUNA

Monthly Summary Information

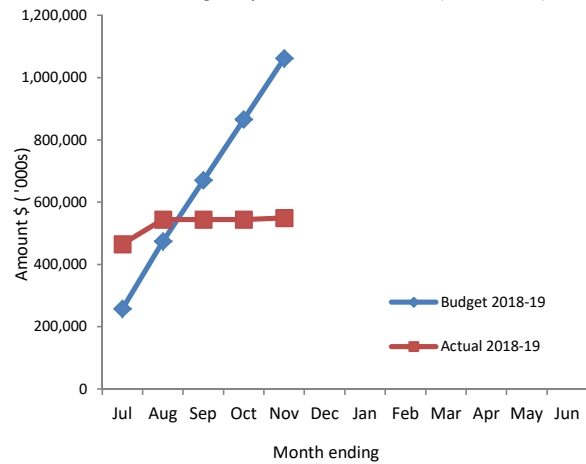
For the Period Ended 30 November 2018

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

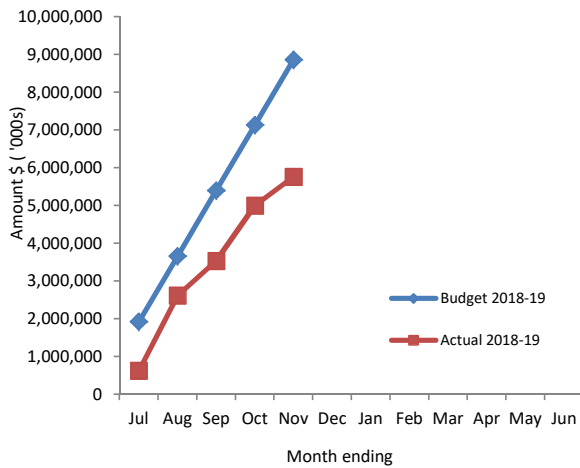


Budget Capital Revenue -v- Actual (Refer Note 2)

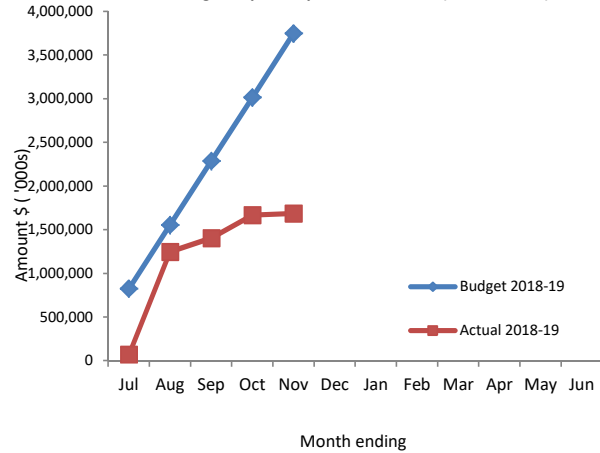


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILUNA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2018

	Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Operating Revenues		\$	\$	\$	\$	%
Governance		20,971	7,017	3,200	(3,817)	-54%
General Purpose Funding - Rates	9	4,731,751	1,971,540	4,950,924	2,979,384	151%
General Purpose Funding - Other		1,429,588	595,635	768,903	173,268	29%
Law, Order and Public Safety		16,120	6,710	2,383	(4,327)	-64%
Health		200	80	0	(80)	-100%
Education and Welfare		0	0	0	0	
Housing		4,500	1,875	15,453	13,578	724%
Community Amenities		80,260	33,430	71,504	38,074	114%
Recreation and Culture		197,950	82,450	124,264	41,814	51%
Transport		10,516,290	4,381,785	1,516,821	(2,864,964)	-65%
Economic Services		45,500	18,950	12,423	(6,527)	-34%
Other Property and Services		35,220	14,665	1,866	(12,799)	-87%
Total Operating Revenue		17,078,350	7,114,137	7,467,741	353,604	
Operating Expense						
Governance		(2,144,522)	(900,128)	(753,965)	146,163	16%
General Purpose Funding		(316,231)	(131,745)	(154,827)	(23,082)	-18%
Law, Order and Public Safety		(195,753)	(85,831)	(57,975)	27,856	32%
Health		(82,111)	(34,195)	(21,787)	12,408	36%
Education and Welfare		(59,476)	(24,770)	(3,658)	21,112	85%
Housing		(529,836)	(227,211)	(61,397)	165,814	73%
Community Amenities		(598,157)	(261,105)	(223,655)	37,450	14%
Recreation and Culture		(1,984,504)	(842,317)	(741,874)	100,443	12%
Transport		(14,627,689)	(6,063,100)	(3,619,276)	2,443,824	40%
Economic Services		(536,766)	(224,186)	(105,448)	118,738	53%
Other Property and Services		(31,324)	(72,780)	(22,018)	50,762	70%
Total Operating Expenditure		(21,106,369)	(8,867,368)	(5,765,880)	3,101,488	
Funding Balance Adjustments						
Add back Depreciation		2,792,300	1,163,385	1,265,331	101,946	9%
Adjust (Profit)/Loss on Asset Disposal	8	57,946	57,946	(3,200)	(61,146)	-106%
Loss on revaluation of non-current assets		0	0	0	0	
Adjust provisions and accruals		0	0	0	0	
Net Cash from Operations		(1,177,773)	(531,900)	2,963,992	3,495,892	
Capital Revenues						
Grants, Subsidies and Contributions	11	2,350,882	979,520	466,723	(512,797)	-52%
Proceeds from Disposal of Assets	8	320,000	83,182	83,182	0	0%
Total Capital Revenues		2,670,882	1,062,702	549,905	(512,797)	
Capital Expenses						
Land and Buildings	13	(1,808,796)	(789,375)	(1,164,875)	(375,500)	-48%
Infrastructure - Roads	13	(2,809,668)	(1,170,675)	(36,555)	1,134,120	97%
Infrastructure - Others	13	(2,251,236)	(949,745)	(180,228)	769,517	81%
Infrastructure - Airport	13	(895,554)	(373,130)	(10,485)	362,645	97%
Plant and Equipment	13	(921,065)	(348,515)	(164,793)	183,722	53%
Furniture and Equipment	13	(368,229)	(117,705)	(129,880)	(12,175)	-10%
Work in Progress	13			0		
Total Capital Expenditure		(9,054,548)	(3,749,145)	(1,686,816)	2,062,329	
Net Cash from Capital Activities		(6,383,666)	(2,686,443)	(1,136,912)	1,549,532	
Financing						
Repayment of Debentures	10	(264,746)	(126,471)	(126,471)	0	0%
Proceeds from new debentures	10	650,000	650,000	650,000		
Transfers to cash backed reserves (restricted assets)	7	(860,551)	(47,171)	(47,171)	0	0%
Transfers from cash backed reserves (restricted assets)	7	2,287,709	0	0	0	
Net Cash from Financing Activities		1,812,412	476,359	476,359	0	
Net Operations, Capital and Financing		(5,749,027)	(2,741,985)	2,303,439	5,045,424	
Opening Funding Surplus(Deficit)	3	5,749,027	5,749,027	5,781,626	32,599	1%
Closing Funding Surplus(Deficit)	3	(0)	3,007,042	8,085,065	5,078,022	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILUNA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2018

	Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Operating Revenues						
Rates	9	\$ 4,731,751	\$ 1,971,540	\$ 4,950,924	\$ 2,979,384	% 151%
Operating Grants, Subsidies and Contributions	11	11,443,699	4,768,195	2,100,223	(2,667,972)	-56%
Fees and Charges		606,280	252,565	242,988	(9,577)	-4%
Interest Earnings		245,850	102,425	103,520	1,095	1%
Other Revenue		30,200	12,555	66,887	54,332	433%
Profit on Disposal of Assets	8	0	6,857	3,200	(3,657)	-53%
Total Operating Revenue		17,057,780	7,114,137	7,467,741	353,604	
Operating Expense						
Employee Costs		(2,744,173)	(1,143,130)	(1,276,630)	(133,500)	12%
Materials and Contracts		(14,408,801)	(6,091,430)	(2,808,136)	3,283,294	-54%
Utility Charges		(297,850)	(124,030)	(76,227)	47,803	-39%
Depreciation on Non-Current Assets		(2,792,300)	(1,163,385)	(1,265,331)	(101,946)	9%
Interest Expenses		(158,905)	(66,200)	(38,480)	27,720	-42%
Insurance Expense		(228,644)	(204,088)	(226,087)	(21,999)	11%
Other Expenditure		(397,180)	(75,105)	(74,990)	115	0%
Loss on Disposal of Assets	8	(57,946)	0	0	0	
Loss on revaluation of non-current assets		0	0	0	0	
Total Operating Expenditure		(21,085,799)	(8,867,368)	(5,765,880)	3,101,488	
Funding Balance Adjustments						
Add back Depreciation		2,792,300	1,163,385	1,265,331	101,946	9%
Adjust (Profit)/Loss on Asset Disposal	8	57,946	57,946	(3,200)	(61,146)	-106%
Loss on revaluation of non-current assets		0	0	0	0	
Adjust provisions and accruals		0	0	0	0	
Net Cash from Operations		(1,177,773)	(531,900)	2,963,992	3,495,892	
Capital Revenues						
Grants, Subsidies and Contributions	11	2,350,882	979,520	466,723	(512,797)	-52%
Proceeds from Disposal of Assets	8	320,000	83,182	83,182	0	0%
Total Capital Revenues		2,670,882	1,062,702	549,905	(512,796)	
Capital Expenses						
Land and Buildings	13	(1,808,796)	(789,375)	(1,164,875)	(375,500)	-48%
Infrastructure - Roads	13	(2,809,668)	(1,170,675)	(36,555)	1,134,120	97%
Infrastructure - Others	13	(2,251,236)	(949,745)	(180,228)	769,517	81%
Infrastructure - Airport	13	(895,554)	(373,130)	(10,485)	362,645	97%
Plant and Equipment	13	(921,065)	(348,515)	(164,793)	183,722	53%
Furniture and Equipment	13	(368,229)	(117,705)	(129,880)	(12,175)	-10%
Work in Progress	13	0	0	0	0	
Total Capital Expenditure		(9,054,548)	(3,749,145)	(1,686,816)	2,062,329	
Net Cash from Capital Activities		(6,383,666)	(2,686,443)	(1,136,912)	1,549,533	
Financing						
Repayment of Debentures	10	(264,746)	(126,471)	(126,471)	0	
Proceeds from new debentures	10	650,000	650,000	650,000	0	
Transfers to cash backed reserves (restricted)	7	(860,551)	(47,171)	(47,171)	0	0%
Transfers from cash backed reserves	7	2,287,709	0	0	0	
Net Cash from Financing Activities		1,812,412	476,359	476,359	0	
Net Operations, Capital and Financing		(5,749,027)	(2,741,985)	2,303,439	5,045,425	
Opening Funding Surplus(Deficit)	3	5,749,027	5,749,027	5,781,626	32,599	1%
Closing Funding Surplus(Deficit)	3	0	3,007,042	8,085,065	5,078,023	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WILUNA
STATEMENT OF FINANCIAL POSITION
30-November-2018

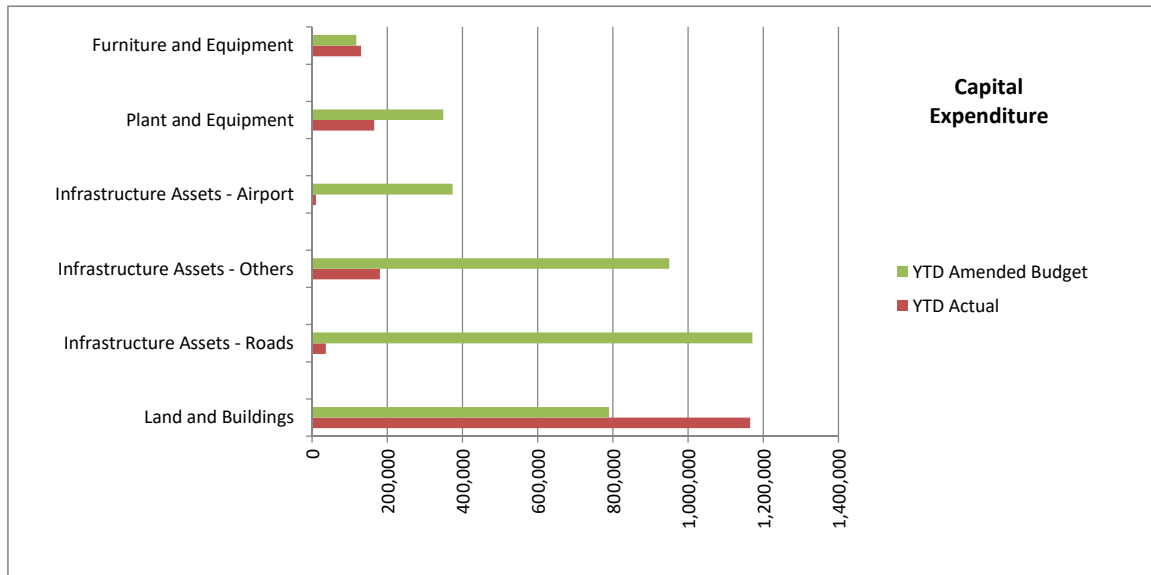
	Note	2018/2019	2017/2018
CURRENT ASSETS			
Cash at Bank and On Hand	4	12,425,287	12,618,251
Rates Outstanding		762,433	77,268
Sundry Debtors		971,926	216,664
Gst Receivable		145,762	228,903
Accrued Income/Payments In Advance		350	0
Stocks on Hand		24,264	15,845
TOTAL CURRENT ASSETS		14,330,021	13,156,931
CURRENT LIABILITIES			
Sundry Creditors		75,763	856,612
Accrued Interest on loans		0	24,974
Accrued Salaries & Wages		0	27,485
GST Payable		7,568	19,725
Accrued Expenses		0	423,430
Other current liabilities		100,545	63,852
Loan Liability (Current)		127,360	253,831
Provision For Annual Leave		123,716	123,716
Provision For Long Service Leave (Curre		40,413	40,413
TOTAL CURRENT LIABILITIES		475,364	1,834,038
NET CURRENT ASSETS		13,854,657	11,322,893
NON-CURRENT ASSETS			
Land & Buildings		20,261,809	19,096,934
Accumulated Depreciation Land & Building		(368,952)	(232,873)
Furniture & Equipment		536,303	406,423
Accumulated Depreciation Furniture&Equip		(83,760)	(50,145)
Plant & Equipment		1,445,477	1,366,045
Accumulated Depreciation Plant & Equip		(354,307)	(287,713)
Roads		46,637,779	46,601,224
Accumulated Depreciation Roads		(843,588)	0
Airport		5,623,079	5,612,594
Accumulated Depreciation Airport		(94,258)	0
Other Infrastructure		3,038,197	2,857,969
Accumulated Depreciation Other Infrastru		(85,937)	(120)
Work in Progress - Buildings		0	0
Work in Progress -Other Infrastructures		0	0
TOTAL NON-CURRENT ASSETS		75,711,842	75,370,340
NON-CURRENT LIABILITIES			
Loan Liability (Non Current)		3,729,231	3,079,231
Provision For Long Service Leave (Non Current)		61,557	61,557
TOTAL NON-CURRENT LIABILITIES		3,790,788	3,140,788
NET ASSETS		85,775,712	83,552,445
EQUITY			
Accumulated Surplus		26,279,525	24,158,112
Revaluation Surplus-Land & Buildings		4,223,618	4,223,618
Revaluation Surplus-Furniture & Equipment		103,228	103,228
Revaluation Surplus-Plant & Equipment		641,225	641,225
Revaluation Surplus - Infrastructure Road		42,159,899	42,159,899
Revaluation Surplus-Infrastructure Airport		4,759,121	4,759,121
Revaluation Surplus-Infrastructure Others		1,712,143	1,712,143
Reserve - Asset Replacement		2,873,042	2,848,947
Reserve - Computer	7	107,108	106,210
Reserve - Airport	7	1,151,296	1,141,641
Reserve - Leave	7	180,617	179,102
Reserve - Wiluna Telecentre	7	16,826	16,685
Reserve - Caravan Park	7	46,442	46,053
Reserve - Heritage and Interpretive Centre	7	347,220	344,308
Reserve - Unspent Grants and Contributions	7	250,959	250,959
Reserve - Community Development	7	252,114	250,000
Reserve - Plant Replacement	7	616,362	611,193
Reserve - Community Development	7	54,965	0
TOTAL EQUITY		85,775,712	83,552,445

SHIRE OF WILUNA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2018

Capital Acquisitions	Note	YTD Actual Total	YTD 30 11 2018 YTD Budget	Annual Budget	Variance
		\$	\$	\$	\$
Land and Buildings	13	1,164,875	789,375	1,894,516	375,500
Infrastructure Assets - Roads	13	36,555	1,170,675	2,809,668	(1,134,120)
Infrastructure Assets - Others	13	180,228	949,745	2,279,436	(769,517)
Infrastructure Assets - Airport	13	10,485	373,130	895,554	(362,645)
Plant and Equipment	13	164,793	348,515	892,865	(183,722)
Furniture and Equipment	13	129,880	117,705	282,509	12,175
Capital Acquisitions Total		1,686,816	3,749,145	9,054,548	(2,062,329)

Funded By:

Capital Grants and Contributions	466,723	979,520	2,350,881	(512,797)
Borrowings	0	0	650,000	0
Other (Disposals & C/Fwd)	0	0	320,000	0
Own Source Funding - Cash Backed Reserves	0	2,287,709	2,287,709	(2,287,709)
Total Own Source Funding - Cash Backed Reserves				(2,287,709)
Own Source Funding - Operations	1,220,093	3,445,957	5,784,221	(2,225,864)
Capital Funding Total	1,686,816	6,713,186	11,392,811	(7,314,079)



SHIRE OF WILUNA
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Adopted Annual Budget	Adopted YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	20,971	-	20,971	7,017
General Purpose Funding - Rates	4,731,751	-	4,731,751	1,971,540
General Purpose Funding - Other	1,429,588	-	1,429,588	595,635
Law, Order and Public Safety	16,120	-	16,120	6,710
Health	200	-	200	80
Education and Welfare	-	-	-	0
Housing	4,500	-	4,500	1,875
Community Amenities	80,260	-	80,260	33,430
Recreation and Culture	197,950	-	197,950	82,450
Transport	10,516,290	-	10,516,290	4,381,785
Economic Services	45,500	-	45,500	18,950
Other Property and Services	35,220	-	35,220	14,665
Total Operating Revenue	17,078,350	-	17,078,350	7,114,137
Operating Expense				
Governance	(2,144,522)	-	(2,144,522)	(900,128)
General Purpose Funding	(316,231)	-	(316,231)	(131,745)
Law, Order and Public Safety	(195,753)	-	(195,753)	(85,831)
Health	(82,111)	-	(82,111)	(34,195)
Education and Welfare	(59,476)	-	(59,476)	(24,770)
Housing	(529,836)	-	(529,836)	(227,211)
Community Amenities	(598,157)	-	(598,157)	(261,105)
Recreation and Culture	(1,984,504)	-	(1,984,504)	(842,317)
Transport	(14,627,689)	-	(14,627,689)	(6,063,100)
Economic Services	(536,766)	-	(536,766)	(224,186)
Other Property and Services	(31,324)	-	(31,324)	(72,780)
Total Operating Expenditure	(21,106,369)	-	(21,106,369)	(8,867,368)
Funding Balance Adjustments				
Add back Depreciation	2,792,300	-	2,792,300	1,163,385
Adjust (Profit)/Loss on Asset Disposal	57,946	-	57,946	57,946
Loss on revaluation of non-current assets	-	-	-	0
Net Cash from Operations	(1,177,773)	-	(1,177,773)	(531,900)
Capital Revenues				
Grants, Subsidies and Contributions	2,350,882	-	2,350,882	979,520
Proceeds from Disposal of Assets	320,000	-	320,000	83,182
Total Capital Revenues	2,670,882	-	2,670,882	1,062,702
Capital Expenses				
Land and Buildings	(1,808,796)	-	(1,808,796)	(789,375)
Infrastructure - Roads	(2,809,668)	-	(2,809,668)	(1,170,675)
Infrastructure - Others	(2,251,236)	-	(2,251,236)	(949,745)
Infrastructure - Airport	(895,554)	-	(895,554)	(373,130)
Plant and Equipment	(921,065)	-	(921,065)	(348,515)
Furniture and Equipment	(368,229)	-	(368,229)	(117,705)
Total Capital Expenditure	(9,054,548)	-	(9,054,548)	(3,749,145)
Net Cash from Capital Activities	(6,383,666)	-	(6,383,666)	(2,686,443)
Financing				
Repayment of Debentures	(264,746)	-	(264,746)	(126,471)
Proceeds from new debentures	650,000	-	650,000	650,000
Transfers to cash backed reserves (restricted assets)	(860,551)	-	(860,551)	(47,171)
Transfers from cash backed reserves (restricted assets)	2,287,709	-	2,287,709	
Net Cash from Financing Activities	1,812,412	-	1,812,412	476,359
Net Operations, Capital and Financing	(5,749,027)	-	(5,749,027)	(2,741,985)
Opening Funding Surplus(Deficit)	5,749,027	-	5,749,027	5,749,027
Closing Funding Surplus(Deficit)	(0)	-	(0)	3,007,042

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

29

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	2 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:
"A proud, green, go-ahead and healthy Wiluna"

The Strategic Community Plan defines the key objectives of the Shire as:
"Working together to enhance our future through good governance"

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Expenses associated with provision of services to members of council and elections and the administrative support available to the council for the provision of governance of the district. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above revenues, e.g. valuation expense debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Supervision and enforcement of Local Laws, fire prevention, animal control, provision of ranger services and other aspects of public safety including emergency services.

HEALTH

Health inspection services, food quality control, mosquito and pest control and waste disposal compliance.

EDUCATION AND WELFARE

Provision and development of community service programmes, including training and disability requirements.

HOUSING

Provision and maintenance of housing accommodation for employees.

COMMUNITY AMENITIES

Sanitation, sewerage, protection of the environment, public conveniences, cemeteries, rubbish collection services, operation of rubbish disposal sites, litter control, and administration of town planning schemes.

RECREATION AND CULTURE

Provision and maintenance of public halls, civic centres, aquatic centre, recreation centres, and various sporting facilities. Provision and maintenance of parks, gardens, and playgrounds. Operation of library, art centre and other cultural facilities.

TRANSPORT

Construction and maintenance of roads, footpaths, depots, traffic control, cleaning of streets, and maintenance of street trees, streetlighting and etc.

ECONOMIC SERVICES

Tourism and area promotion, provision of rural services including weed control and vermin control. Building control and economic development facilities.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials, private works operations

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

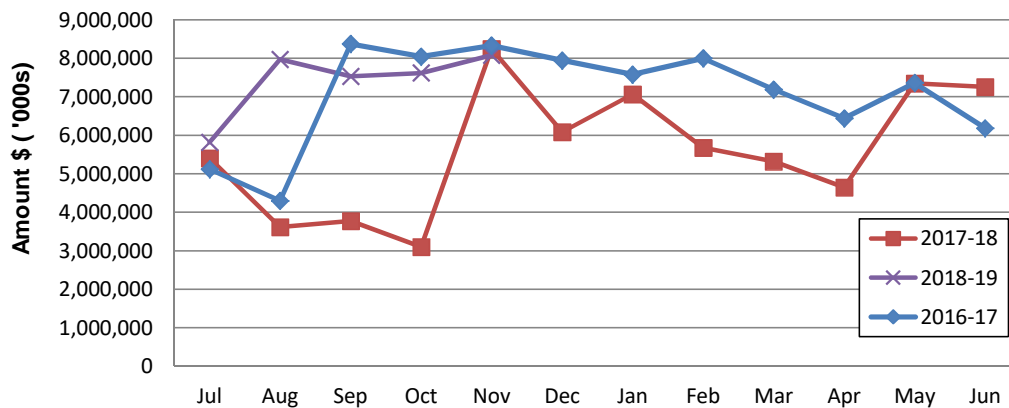
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%		
General Purpose Funding	3,152,652	151%		
Governance	(3,817)	-54%		Not Significant or Budget timing only.
Law, Order and Public Safety	(4,327)	-64%		Not Significant or Budget timing only.
Health	(80)	-100%		Not Significant or Budget timing only.
Education and Welfare	0			
Housing	13,578	724%		Relates to insurance claim
Community Amenities	38,074	114%		Not Significant or Budget timing only.
Recreation and Culture	41,814	51%		Grants Budget timing
Transport	(2,864,964)	-65%		Grants Budget timing
Economic Services	(6,527)	-34%		Not Significant or Budget timing only.
Other Property and Services	(12,799)	-87%		Not Significant or Budget timing only.
Operating Expense				
General Purpose Funding	(23,082)	-18%		
Governance	146,163	16%		Not Significant or Budget timing only.
Law, Order and Public Safety	27,856	32%		Not Significant or Budget timing only.
Health	12,408	36%		Not Significant or Budget timing only.
Education and Welfare	21,112	85%		Not Significant or Budget timing only.
Housing	(61,397)	0%		Not Significant or Budget timing only.
Community Amenities	37,450	14%		Not Significant or Budget timing only.
Recreation and Culture	100,443	12%		Not Significant or Budget timing only.
Transport	2,443,824	40%		Flood repair awaiting start & change in depreciation methods
Economic Services	118,738	53%		Not Significant or Budget timing only.
Other Property and Services	50,762	70%		Allocations and Employee cost less than YTD budget
Capital Revenues				
Grants, Subsidies and Contributions	(512,797)	-52%		Early Grant Received
Proceeds from Disposal of Assets	0	0%		
Capital Expenses				
Land and Buildings	(375,500)	-48%		New Admin Building Budget timing
Infrastructure - Roads	1,134,120	97%		Not Significant or Budget timing only.
Infrastructure - Others	769,517	81%		Not Significant or Budget timing only.
Infrastructure - Airport	362,645	97%		Not Significant or Budget timing only.
Plant and Equipment	183,722	53%		Not Significant or Budget timing only.
Furniture and Equipment	(12,175)	-10%		Not Significant or Budget timing only.
Financing				
Loan Principal	0	0%		Not Significant or Budget timing only.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2018	Budget 30 June 2018	Actual 30 June 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	6,528,334	1,367,469	6,823,153
Cash Restricted - Reserves Equity	4	5,896,952	4,371,015	5,795,098
Receivables - Rates	6	762,433	262,279	77,268
Receivables -Other	6	971,926	0	216,664
Interest / ATO Receivable/Accrual		146,112	0	228,903
Inventories		24,264	17,500	15,845
		14,330,021	6,018,263	13,156,931
Less: Current Liabilities				
Payables		(311,236)	(1,663,494)	(1,669,909)
Provisions		(164,129)	(248,500)	(164,129)
		(475,364)	(1,911,994)	(1,834,038)
Less: Cash Reserves	7	(5,896,952)	(4,371,015)	(5,795,098)
Secured by floating charge		127,360	264,746	253,831
Net Current Funding Position		8,085,065	0	5,781,626

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 4: CASH AND INVESTMENTS

		Interest Rate	Municipal Unrestricted \$	Reserves Restricted \$	Total Amount \$
(a)	Municipal Account				
A030100	Municipal Cash at Bank		13,993		13,993
A030103	Municipal Investment #2 - Call Deposit		609,412		609,412
A030114	AMP Bank TD (Muni)		200,000		200,000
A030123	NAB TD - Curve Securities - Muni		390,000		390,000
A030110	NAB TD 2 - Curve Securities - Reserve		650,000		650,000
A030132	Commonwealth Bank of Australia TD - Muni		1,018,228		1,018,228
A030133	Commonwealth Bank of Australia TD - Muni		1,003,639		1,003,639
A030135	Bankwest TD (Muni)		433,063		433,063
A030136	Bankwest TD (Muni) 2		1,500,000		1,500,000
A030137	IMB Bank TD		710,000		710,000
(b)	Investment 10				
A030104	Reserve Investment #3 - Call deposit			20,647	20,647
A030112	ME Bank TD - Curve Securities - Reserve			2,000,000	2,000,000
A030113	NAB TD 3 - Curve Securities - Reserve			960,000	960,000
A030117	Westpac TD - Curve Securities - Reserve			1,680,000	1,680,000
A030129	Bank of Queensland TD - Muni			1,236,305	1,236,305
Total			6,528,334	5,896,952	12,425,287

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption Permanent Changes		Opening Surplus	\$	\$	\$	\$ 0
				0	0	-	0

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 6: RECEIVABLES

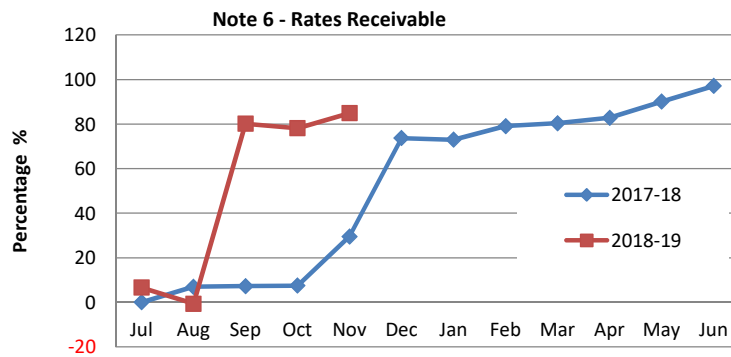
Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year and adjustments
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable

% Collected

YTD 30 Nov 2018	YTD Previous FY
\$	\$
103,236	101,747
4,950,924	4,342,861
(4,291,727)	(4,341,372)
762,433	103,236
762,433	103,236
84.91%	97.68%



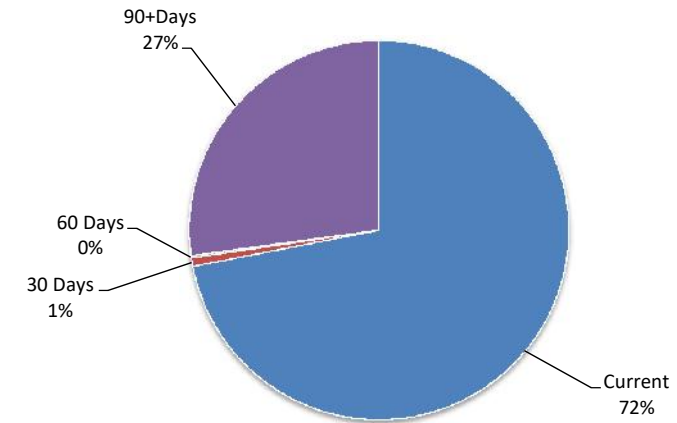
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	702,825	7,100	1,866	265,357
Total Receivables General Outstanding				977,147

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



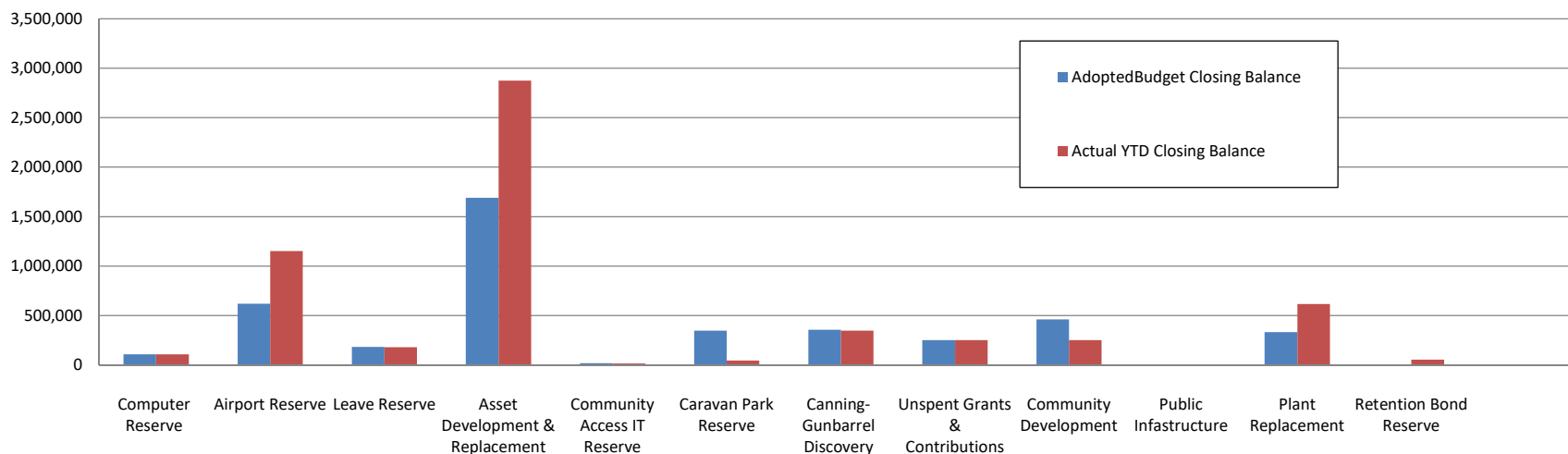
Comments/Notes - Receivables General

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 7: Cash Backed Reserve

2018-19		Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
Computer Reserve	\$ 106,210	\$ 3,080	\$ 898	\$ -	\$ -	\$ -	\$ -		\$ 109,290	\$ 107,108
Airport Reserve	1,141,641	29,582	9,655	15,000		(567,777)	-		618,446	1,151,296
Leave Reserve	179,102	5,194	1,515	-			-		184,296	180,617
Asset Development & Replacement Reserve	2,848,947	80,869	24,095	139,311		(1,379,932)			1,689,195	2,873,042
Community Access IT Reserve	16,685	490	141	-					17,175	16,826
Caravan Park Reserve	46,053	1,330	389	300,000					347,383	46,442
Canning-Gunbarrel Discovery Centre	344,308	12,880	2,912	-					357,188	347,220
Unspent Grants & Contributions	250,959	0	-	-					250,959	250,959
Community Development	250,000	3,500	2,114	207,000					460,500	252,114
Public Infrastructure	0	0	-	-					0	0
Plant Replacement	611,193	3,075	5,169	59,240		(340,000)			333,508	616,362
Retention Bond Reserve	0	0	-	-	54,965				0	54,965
	5,795,098	140,000	46,889	720,551	54,965	(2,287,709)	0		4,367,940	5,896,952

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Comments
Fair Value	Accum Depr	Proceeds	Profit (Loss)		
\$	\$	\$	\$		
85,361	5,379	83,182	3,200	6011D Plant and Equipment CEO - 2017 Toyota Landcruiser	
85,361	5,379	83,182	3,200		

Comments - Capital Disposal/Replacements

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 9: RATING INFORMATION

RATE TYPE	Budget						Actual				
	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$
Differential General Rate											
GRV Wiluna Townsite	9.8335	68	980,128	96,381	0	0	96,381	96,381			96,381
GRV Mining	19.4436	6	6,380,000	1,240,502	0	0	1,240,502	1,240,502			1,240,502
UV Rural/Pastoral	13.2539	28	1,247,492	165,322	0	0	165,322	165,322			165,322
UV Mining	19.9288	210	131,333,285	2,617,306	0	0	2,617,306	2,617,306	278,147	-58,974	2,836,479
UV Exploration & Prospecting Pastoral	24.9689	209	2,052,734	512,545	0	0	512,545	512,545			512,545
Sub-Totals		521	141,993,639	4,632,056	0	0	4,632,056	4,632,056	278,147	-58,974	4,851,229
Minimum Payment	Minimum \$										
GRV Wiluna Townsite	470.00	18	7,838	8,460	0	0	8,460	8,460			8,460
GRV Mining	355.00	3	60	1,065	0	0	1,065	1,065			1,065
UV Rural/Pastoral	355.00	1	1,598	355	0	0	355	355			355
UV Mining	355.00	194	76,524	68,870	0	0	68,870	68,870			68,870
UV Exploration & Prospecting Pastoral	355.00	59	49,564	20,945	0	0	20,945	20,945			20,945
Sub-Totals		275	135,584	99,695	0	0	99,695	99,695	0	0	99,695
Amount from General Rates							4,731,751				4,950,924
Ex-Gratia Rates							4,731,751				4,950,924
Totals							4,731,751				4,950,924

Comments - Rating Information

All land except exempt land in the Shire of Wiluna is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire. The General Rates detailed above for the above 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year. The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities. The intention to impose differential rating was advertised on 25 May 2016. Three submissions were received. Council resolved to proceed with differential rates and minimums as advertised (and as per above table).

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan No.	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Recreation & Culture									
Wiluna Recreation Ground Changerooms, Toilets & Kiosk	1	274,430	0	25,086	50,668	249,344	223,762	14,600	11,371
Housing									
New Staff Housing	4	1,400,000	0	24,021	47,576	1,375,979	1,352,424	13,405	59,192
Economic Services									
Canning - Gunbarrel Discovery Centre	2	658,632		60,206	121,603	598,426	537,029	13,041	45,026
Street Scaping	5		650,000		10,915	650,000			12,460
Governance									
Administration Building	3	1,000,000	0	17,158	33,984	982,842	966,016	22,408	42,316
		3,333,062	650,000	126,471	264,746	3,856,591	3,079,231	63,454	170,365

All debenture repayments were financed by general purpose revenue.

No new debentures were raised during the reporting period.

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2018-19 Adopted Budget	2018-19 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status		Comment
								Received	Not Received	
		(Y/N)	\$	\$	\$	\$	\$	\$	\$	
GENERAL PURPOSE FUNDING										
Grants Commission - General	WALGGC	Y	797,631	797,631	0	797,631	0	449,981	347,650	Operating
Grants Commission - Roads	WALGGC	Y	365,957	365,957	0	365,957	0	198,070	167,887	Operating
LAW, ORDER, PUBLIC SAFETY										
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	14,820	14,820	0	14,820	0	1,793	13,027	Operating
EDUCATION AND WELFARE										
Community Resource Centre			0	0	0		0	0	0	Non-Operating
RECREATION AND CULTURE										
Art Gallery Operation Grant	Dept of Reg. Australia, LG, Arts & Sports	Y	145,000	145,000	0	145,000	0	75,227	69,773	Operating
Sports Courts & Cricket Practice Wickets	Dept of Sports and Recreation	Y	0	0	0	0	0	0	0	Non-Operating
										Operating/Non
Pool Revitalisation Programme	Dept of Sports and Recreation	Y	0	0	0	0	0	0	0	Operating
TRANSPORT										
Regional Road Group 2025 Grant	Regional Road Group	Y	338,000	338,000	0	0	338,000	456,723	(118,723)	Non-Operating
Regional Road Group Grant	Regional Road Group	Y	63,672	63,672	0	0	63,672	0	63,672	Non-Operating
Federal Government Roads to Recovery	Roads to Recovery	Y	1,343,433	1,343,433	0	0	1,343,433	0	1,343,433	Non-Operating
Remote Communities- FAGS	WALGGC	Y	0	0	0	0	0	10,000	(10,000)	Non-Operating
Remote Communities Grant	Mainroads	Y	28,000	28,000	0	0	28,000	0	28,000	Non-Operating
Remote Aboriginal Communities	Mainroads	Y	250,000	250,000	0	0	250,000	0	250,000	Non-Operating
Direct Regional Grant	Mainroads	Y	118,290	118,290	0	118,290	0	0	118,290	Operating
Flood Damage AGRN743 Grant WANDRRA	Dept of PM	Y	10,000,000	10,000,000	0	10,000,000	0	1,375,151	8,624,849	Operating
RAAP Grant	Regional Airport Development Scheme	Y	0	0	0	0	0	0	0	Non-Operating
Airport Sealing	Regional Airport Development Scheme	Y	327,776	327,776	0	0	327,776	0	327,776	Non-Operating
Airport Terminal	Regional Airport Development Scheme	Y	0	0	0	0	0	0	0	Non-Operating
ECONOMIC SERVICES										
RV Dump Point			0	0			0	0	0	Non-Operating
Art Gallery Fit Out	Dept of Reg. Australia, LG, Arts & Sports	Y					0	0	0	Non-Operating
OTHER PROPERTY AND SERVICES										
New Admin Bldg	Country Local Government Fund	Y	0	0	0	0	0	0	0	Non-Operating
TOTALS			13,792,579	13,792,579	0	11,441,698	2,350,881	2,566,945	11,225,634	
Operating	Operating		11,441,698	11,441,698				2,100,223		
Non-Operating	Non-operating		2,350,881	2,350,881				466,723		
			<u>13,792,579</u>	<u>13,792,579</u>				<u>2,566,945</u>		

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 30-Nov-18
Totals	\$ 11,626	\$ 659	\$ 400	\$ 11,885
	11,626	659	400	11,885

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 13: CAPITAL ACQUISITIONS

		Budget by Asset Class						Budget			Actuals	
Account Number	Description	Land & Buildings	Plant and Equipment	Furniture and Equipment	Roads	Airport	Other Infrastructures	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
GOVERNANCE												
C040001	Council Chambers Furniture			60,000				60,000	60,000	25,000	2,535	22,465
C142101	CEO Vehicle		282,000					282,000	282,000	94,000	86,663	7,337
	Total Governance	-	282,000	60,000	-	-	-	342,000	342,000	119,000	89,198	29,802
LAW ORDER AND PUBLIC SAFETY												
C052522	Pound Upgrade	-						-	-	-	-	-
	Total Law Order and Public Safety	-	-	-	-	-	-	-	-	-	-	-
EDUCATION AND WELFARE												
	Total Education and Welfare	-	-	-	-	-	-	-	-	-	-	-
HOUSING												
C091109	Club Hotel Units	120,000		30,000				150,000	150,000	62,500	123,267	(60,767)
C091117	13 Woodley St	120,000		30,000				-	-	-	2,343	(2,343)
C091200	Staff Housing 1- 8 Trenton Street	107,980		11,144				119,124	119,124	49,635	89,239	(39,604)
C091201	Staff Housing 2 - 10 Trenton Street	107,980		11,144				119,124	119,124	49,635	97,722	(48,087)
C091203	Staff Housing 3 - 42 Lennon Street	107,980		11,144				119,124	119,124	49,635	93,234	(43,599)
C091204	Staff Housing 4 - 46 Lennon Street	107,980		11,144				119,124	119,124	49,635	95,258	(45,623)
C091205	Staff Housing 5 - 48 Lennon Street	107,980		11,144				119,124	119,124	49,635	94,775	(45,140)
C091206	Land Purchases	180,000						180,000	180,000	75,000	552	74,448
C091185	U5/30 Scotia Street			50,000				50,000	50,000	20,830	1,287	19,543
	Total Housing	959,900	-	165,720	-	-	-	975,620	975,620	406,505	597,676	(191,171)
COMMUNITY AMENITIES												
C107054	Cemetery Improvement						43,000	43,000	43,000	17,915	-	17,915
C107060	Sewerage Works - Replacement of Septic Systems						70,000	70,000	70,000	29,165	1,710	27,455
	Total Community Amenities	-	-	-	-	-	113,000	113,000	113,000	47,080	1,710	45,370
RECREATION AND CULTURE												
C112100	Pool Repairs Upgrade		28,200				30,236	58,436	58,436	24,345	49,561	(25,216)
C112101	Pool Improvements		50,000					50,000	50,000	20,830	28,200	(7,370)
C113132	Wootton Street Playground Equipment						50,000	50,000	50,000	20,830	-	20,830
C113134	New Memorial Park Construction - Design, Landscaping & Flagpoles						150,000	150,000	150,000	62,500	5,000	57,500
	Total Recreation and Culture	-	78,200	-	-	-	230,236	308,436	308,436	128,505	82,761	45,744
TRANSPORT												
	Street and Road Construction:											
C121001	Wongawol Road - Re-Sheeting				507,000			507,000	507,000	211,250	2,071	209,179
C121002	Wongawol Road - Re-Sealing				-			-	-	-	1,600	(1,600)
C121003	Wiluna Sandstone Road - Aboriginal Access				81,906			81,906	81,906	34,125	981	33,144
C121005	Install Water Bores				100,000			100,000	100,000	41,665	-	41,665
C121011	Wiluna North Road				375,000			375,000	375,000	156,250	1,916	154,334
C121012	Various Roads - Flood Stabilising				100,000			100,000	100,000	41,665	-	41,665
C121018	Granite Peak Lake Violet Blackspot				-			-	-	-	2,036	(2,036)
C121024	Depot Improvements				200,000			200,000	200,000	83,330	14,238	69,092
C121025	Road Concrete				-			-	-	-	-	-
C121801	Lake Violet - Granite Peak Road - Reconstruct, Resheet & Verge Clearing				572,090			572,090	572,090	238,370	157	238,213
C121802	Wongawol Road - Princess Ranges Crossing				470,000			470,000	470,000	195,830	11,711	184,119
C121803	Roads Constructions				200,000			200,000	200,000	83,330	-	83,330
C121805	Wiluna North Road - Remote Access Roads				10,000	29		10,000	10,000	4,165	-	4,165
C121806	Yeelerie Road Blackspot				63,672			63,672	63,672	26,530	1,844	24,686
C121807	Verge Clearing - 17/18 carry-over				100,000			100,000	100,000	41,665	-	41,665
C121808	'Clearances, Gravel & Heritage Surveys				30,000			30,000	30,000	12,500	-	12,500
C121810	Signage Upgrade - Rebranding & Directional Signage				-			-	-	-	-	-
	Sub Total	-	-	-	2,809,668	29	-	2,809,668	2,809,668	1,170,675	36,555	1,134,120
	Road Plant Purchases											
C123180	Street Sweeper		200,000					200,000	200,000	83,330	-	83,330
C123182	Skid Steer Diamond Head Attachment		15,000					15,000	15,000	6,250	-	6,250
C123183	Ride-On Mower (with Catcher)		33,000					33,000	33,000	13,750	-	13,750
C123186	Rubbish Truck		150,000					150,000	150,000	62,500	-	62,500
C123188	5.2 Tonne Bob Cat Excavator with front blades, bucket, attachments & Trailer		40,000					40,000	40,000	16,665	-	16,665
C123198	Mobile Portable Toilet Block		100,000					100,000	100,000	41,665	-	41,665

SHIRE OF WILUNA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 13: CAPITAL ACQUISITIONS

Account Number	Description	Budget by Asset Class						Budget		Actuals		
		Land & Buildings	Plant and Equipment	Furniture and Equipment	Roads	Airport	Other Infrastructures	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
	<i>Sub Total</i>	-	538,000	-	-	-	-	538,000	538,000	224,160	-	224,160
	<i>Airport</i>											
C126264	Airport Terminal					-		-	-	-	-	-
C126271	Terminal Design					25,000		25,000	25,000	10,415	-	10,415
C126272	Runway Fogging & Seal Repairs (Incl. Engineer)					175,380		175,380	175,380	73,075	-	73,075
C126273	CCTV & Airside Access Control					19,674		19,674	19,674	8,195	-	8,195
C126274	Perimeter & Security Fencing					435,500		435,500	435,500	181,455	-	181,455
C126275	Painting of Terminal					10,000		10,000	10,000	4,165	-	4,165
C126276	Full Feature Survey					20,000		20,000	20,000	8,330	10,485	(2,155)
C126278	Taxiway Line Marking					10,000		10,000	10,000	4,165	-	4,165
C126262	Airport Sealing/Upgrade Repairs					200,000		200,000	200,000	83,330	-	83,330
	<i>Sub Total</i>	-	-	-	-	895,554	-	895,554	895,554	373,130	10,485	362,645
	Total Transport	-	538,000	-	2,809,668	895,583	-	4,243,222	4,243,222	1,767,965	47,040	1,720,925
	ECONOMIC SERVICES											
C132170	Wiluna Enterprise Centre - Wirrpunda DPC fencing & building works	30,000						30,000	30,000	12,500	-	12,500
C132172	Heritage/ Interpretive Centre Gardens - Furniture, Landscaping & Reticulation						50,000	50,000	50,000	20,830	-	20,830
C132157	Heritage/Interpretive Centre	171,329						171,329	171,329	71,385	155,317	(83,932)
C132159	Main Street Revitalisation (Wotton St)						1,200,000	1,200,000	1,200,000	500,000	42,540	457,460
C132160	Heritage & Interpretive Displays						180,000	180,000	180,000	75,000	68,512	6,488
C132343	Caravan Site						168,000	168,000	168,000	70,000	4,065	65,935
C132354	Motel Units Upgrade - includes Furniture & Window Treatments						-	-	-	-	11,949	(11,949)
C132360	Commercial Property Purchase	20,000						20,000	20,000	8,330	2,714	5,616
C134100	Water Supply						200,000	200,000	200,000	83,330	-	83,330
	Total Economic Services	221,329	-	-	-	-	1,798,000	2,019,329	2,019,329	841,375	285,097	556,278
	OTHER PROPERTY AND SERVICES											
C142113	Wireless connection to New Admin Building						110,000	110,000	110,000	45,830	46,452	(622)
C147183	New Administration Building	747,567						747,567	747,567	311,485	410,455	(98,970)
C147185	Telephone System New Admin Building		22,865					22,865	22,865	9,525	369	9,156
C147186	Furniture & Equipment - New Admin Building			172,509				172,509	172,509	71,875	109,399	(37,524)
C147187	Electronic Document Management and Retrieval System			-				-	-	-	16,659	(16,659)
	Total Other Property and Services	747,567	22,865	172,509	-	-	110,000	1,052,941	1,052,941	438,715	566,675	-127,960
	TOTALS	1,928,796	921,065	398,229	2,809,668	895,583	2,251,236	9,054,548	9,054,548	3,749,145	1,686,816	2,062,329
								Adopted	Amended Annual	YTD Budget	YTD Actual	
	Land & Buildings							1,894,516	1,894,516	789,375	1,164,875	(375,500)
	Plant & Equipment							951,301	892,865	348,515	164,793	183,722
	Furniture & Equipment							282,509	282,509	117,705	129,880	(12,175)
	Roads							2,809,668	2,809,668	1,170,675	36,555	1,134,120
	Airport							895,554	895,554	373,130	10,485	362,645
	Other Infrastructure							2,221,000	2,279,436	949,745	180,228	769,517
	WIP							-	-	-	-	-
	TOTALS							9,054,548	9,054,548	3,749,145	1,686,816	2,062,329

Appendix 9.2.2

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
74	01/11/2018	ANZMerchan - ANZ BANK	Payment	-209.26
		MERCHANT FEE		
74	07/11/2018	Bank Fee - BANK FEES & CHARGES	Payment	-2.89
74	07/11/2018	Bank Fee - BANK FEES & CHARGES	Payment	-419.08
74	27/11/2018	ServFee - ACCOUNT SERVICE FEE	Payment	-22.00
EFT6843	01/11/2018	Wiluna Traders	Payment	-205.69
774519	30/10/2018	Wiluna Traders	Carton Blue Long Life Milk	45.69
773996	29/10/2018	Wiluna Traders	5 x 15 litre water bottles	110.00
770321	17/10/2018	Wiluna Traders	Supply of 2 x water bottle for administration building	50.00
EFT6844	01/11/2018	Landgate	Payment	-62.40
342258-10001007	01/10/2018	Landgate	Mining tenement 5/7-6/8/2018	62.40
EFT6845	01/11/2018	Jim's Mechanical Services	Payment	-1,083.00
IV4036	25/10/2018	Jim's Mechanical Services	supply 1 x new tyre and rim, and fix 1 x flat tyre as requested.	1,083.00
EFT6846	01/11/2018	Ngangganawili Aboriginal Health Services	Payment	-200.00
43990	26/10/2018	Ngangganawili Aboriginal Health Services	Pre-Employment Medical for Katherine Crawford on Monday 23 October	100.00
43989	26/10/2018	Ngangganawili Aboriginal Health Services	Pre-employment medical for Robert Wiles 23/10	100.00
EFT6847	01/11/2018	Australia's Golden Outback	Payment	-1,675.00
00003317	12/10/2018	Australia's Golden Outback	Shire editorial in 2019 Australia's Golden Outback Holiday Planner	1,675.00
EFT6848	01/11/2018	Goodwork Holdings Pty Ltd	Payment	-34,457.50
INV-101752	24/10/2018	Goodwork Holdings Pty Ltd	Maintenance Grading on Glen Ayle - Carnegie Road 179hrs@\$175 (ex-gst)	34,457.50

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6849	01/11/2018	WINC Australia Pty Ltd	Payment	-596.41
902568314	24/10/2018	WINC Australia Pty Ltd	Cleera Instant Hand Sanitising Gel 500ml	14.19
4				
902565218	19/10/2018	WINC Australia Pty Ltd	Post it Pop up Notes Jaipur Collection	260.43
5				
902558486	12/10/2018	WINC Australia Pty Ltd	Jastek Multipurpose hand trolley 360kg Admin	321.79
4				
EFT6850	01/11/2018	Employment Office Australia PTY	Payment	-715.00
30264	29/10/2018	Employment Office Australia PTY LTD	Reference Checks for Admin Jobs	715.00
EFT6851	01/11/2018	Illion (Australia) Pty Ltd	Payment	-1,089.00
882113	29/10/2018	Illion (Australia) Pty Ltd	Financial Viability Assessment - Dean Contracting & Quadrio Earthmoving - \$495x2	1,089.00
EFT6852	01/11/2018	Shire of Coolgardie	Payment	-780.71
IN6368	24/10/2018	Shire of Coolgardie	GVROC Dinner - Adelphi Grill Perth 31/7/2018 7persons@\$111.53	780.71
EFT6853	02/11/2018	Toll Ipec Pty Ltd	Payment	-191.72
1250	12/10/2018	Toll Ipec Pty Ltd	Westland Auto PO4476 P097 batteries	52.87
1251	19/10/2018	Toll Ipec Pty Ltd	Batteries and bolts and nuts for P093	25.03
1246	01/10/2018	Toll Ipec Pty Ltd	Reward Hospitality PO4350 Cutlinery for Back to Wiluna event	113.82
EFT6854	02/11/2018	Jim's Mechanical Services	Payment	-132.00
IV4034	25/10/2018	Jim's Mechanical Services	tyre change P008	66.00
IV4035	25/10/2018	Jim's Mechanical Services	Please strip 1 x tyre for P083 Isuzu Truck and fit 1 x new tyre.	66.00
EFT6855	02/11/2018	Jason Signmakers	Payment	-627.00
191178	10/10/2018	Jason Signmakers	Stock Code: Parking 150 x 150mm no parking" sign - ALUMINIUM 1.6MM	627.00
EFT6856	02/11/2018	Kalgooravit Pty Ltd T/A Harvey Norman AV/IT Superstore	Payment	-1,048.00
938769	15/10/2018	Kalgooravit Pty Ltd T/A Harvey Norman AV/IT Superstore Kalgoorlie	Fisher & Paykel 60cm 15 Place Setting Freestanding Dishwasher DW60FC6X1 9415112811283 - Unit 8/ 30. Scotia St	1,048.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6857	02/11/2018	Elite Electrical Contracting Pty Ltd	Payment	-115.50
W2031	22/10/2018	Elite Electrical Contracting Pty Ltd	Please check and repair faulty Vast box. Adjust Sat dish position if required @ Unit 7/30 Scotia Street 10/10/2018	115.50
EFT6858	02/11/2018	Fire Rescue Safety Australia Pty Ltd	Payment	-2,563.44
29739/02	17/10/2018	Fire Rescue Safety Australia Pty Ltd	Stockcode: 01.03.0120 - Fire Hose, RAPIER - 10mx64mm L/A BIC Coupling set - RED Fire Hose, RAPIER - 10m x 64mm Class H Lay Flat Fire Hose with L/A BIC Coupling Set, Wire Binding -RED	2,563.44
EFT6859	09/11/2018	Landgate	Payment	-39.00
343717- 10001007	31/10/2018	Landgate	Mimimum charge	39.00
EFT6860	09/11/2018	McMahon Burnett Transport	Payment	-825.98
00003492	15/10/2018	McMahon Burnett Transport	9/10 Jason Signmakers PO4461	825.98
EFT6861	09/11/2018	Toll Ipec Pty Ltd	Payment	-84.95
1253	02/11/2018	Toll Ipec Pty Ltd	Microcrome PO4518	84.95
EFT6862	09/11/2018	Jacksons Drawing Supplies Pty Ltd	Payment	-4,900.70
18- 00108103	12/10/2018	Jacksons Drawing Supplies Pty Ltd	Non-special order items as per quote 18-00108103 (Matisse acrylic paints assorted)	4,900.70
EFT6863	09/11/2018	J Blackwood & Son Pty Limited	Payment	-50.85
PE7641RG	03/11/2018	J Blackwood & Son Pty Limited	P/N 04020100 SOFTENER FABRIC NORTHFORK 5L	50.85
EFT6864	09/11/2018	Westland Autos Pty Ltd	Payment	-1,509.85
FOFS25086 7	01/10/2018	Westland Autos Pty Ltd	Leak at timing cover requires replacing supply and fit Ford Ranger Super Cab UTE 1ELM755 - P095	1,509.85

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6865	09/11/2018	Office National Kalgoorlie	Payment	-7,739.56
842157	16/10/2018	Office National Kalgoorlie	Tambour Lockable door cabinet with 5 adjustable shelves 18 shelf dividers 6 rear stops Plus 600 extra heavy weight white foolscap lateral files 600 Tubeclip fasteners for securing documents 25 outguides which help you keep track of the whereabouts of your files Single user version of Avery File Pro software 400 Lateral file labels	7,739.56
EFT6866	09/11/2018	Goodwork Holdings Pty Ltd	Payment	-148,342.70
INV-101750	24/10/2018	Goodwork Holdings Pty Ltd	Maintenane Grading on Sydney Heads Road 65.5hrs@\$175 for 18-23/9/2018	12,608.75
INV-101751	24/10/2018	Goodwork Holdings Pty Ltd	Maintenance Grading on Sydney Heads Road at 109.5@\$175 for 5-14/10/2018	21,078.75
INV-101762	01/11/2018	Goodwork Holdings Pty Ltd	ARGN743 Yandil road 20-22/10/2018	23,104.95

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
INV-101763	01/11/2018	Goodwork Holdings Pty Ltd	Flood Damage Repair works for AGRN743 – Wongawol Road slk 0.51 – 98.05 {Map 1 & Map 2 – 50%} as per RFT 2017-06 council resolution 028/18 please carry out works on parcel 1 for the supply of plant and operators. All works are to be supervised by Talis Supervisors as per RFT 2017-07. Works include but are not limited to removal of silt, reshaping of pavement, flood way repairs, and road reconstruction, as per the damage schedule submitted to Main Roads for AGRN743 and attached to RFT 2017-06. Please be advised this purchase order is for the supply of plant and operators and is estimated amount based on the rates submitted and awarded in RFT2017-06. The supply for plant and operators must not exceed the overall estimated amount on this purchase order, without prior approval from the Executive Manager of Technical Services. Daily resource sheets are to be approved in advance by the Talis Supervisors, to ensure all plant and operators are accounted for. Pre start site meetings are to be conducted daily and the extent of repair works are to be agreed upon before works commence on each damaged section of road	91,550.25
EFT6867	09/11/2018	eFire & Safety	Payment	-209.00
00227957	24/10/2018	eFire & Safety	Please supply 4.5kg ABE DCP extinguisher for the Single Persons Quarters as the newly installed equipment were stolen and used on the weekend.	209.00
EFT6868	09/11/2018	Keith Anderson	Payment	-2,800.00
270	31/10/2018	Keith Anderson	Review and adjust Monthly Statement Sept 2018	640.00
271	31/10/2018	Keith Anderson	Review Annual Financials 2017-18 - Approxmatley 10 Hours	2,160.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6869	09/11/2018	Greenfield Technical Services	Payment	-2,000.00
INV-0789	31/10/2018	Greenfield Technical Services	Preparation of CRSF applications 19/20 on behalf of the Shire of Wiluna for Carnegie Rd (300,000 total - shire to contribute 100,000), and Wiluna North Rd (300,000) total - shire to contribute 100,000). Must be submitted to Angela by the 24th of Oct 2018 in order to be submitted to MWRA by the 26th October 2018	2,000.00
EFT6870	09/11/2018	TITAN AUSTRALIA PTY LTD	Payment	-2,578.40
PSI295317	19/10/2018	TITAN AUSTRALIA PTY LTD	NT00426 16.9-28 BKT AT621 LOM 12Ply TL	2,578.40
EFT6871	09/11/2018	Elite Electrical Contracting Pty Ltd	Payment	-23,827.22
W2002A	22/10/2018	Elite Electrical Contracting Pty Ltd	Please provide Variation #1 Supply labour to dig out skimmer boxes and wheelbarrow sand into pool area for backfill @ Swimming Pool - M. Walton @ \$105 ex gst per/hr	7,672.50
W2002	22/10/2018	Elite Electrical Contracting Pty Ltd	As per your quotation please urgently complete works at the swimming pool. 1. remove pavers and excavate and expose pipes by the 17/09/18, estimated at 2 x men for 5 days (10 hours per day) pavers are to be stacked neatly so as not to cause any hazards. Begin backfilling around the 22nd Sept 2018 estimated at 2 x men 3 x days with Shire providing clean fill.	13,585.00
W1798	06/11/2018	Elite Electrical Contracting Pty Ltd	Please provide service and change filter on the Ice Machine at Works Depot including parts. Investigate fault and trouble shoot ice machine to see if worth repairing.	1,625.92
W2040	01/11/2018	Elite Electrical Contracting Pty Ltd	Make up longer tv antenna dish cables and install - 42 Lennon St	399.30
W2044	01/11/2018	Elite Electrical Contracting Pty Ltd	Please investigate/adjust vast box or sat dish as there are no current signals - U8/30 Scotia St	544.50

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6872	09/11/2018	WINC Australia Pty Ltd	Payment	-383.78
902565642	22/10/2018	WINC Australia Pty Ltd	Tea Bags - Admin supplies	65.38
0				
902513738	01/11/2018	WINC Australia Pty Ltd	3M DH640 In-Line Document Holder	318.40
9				
EFT6873	09/11/2018	Talis Consultants Pty Ltd	Payment	-48,059.97
17626	31/10/2018	Talis Consultants Pty Ltd	ARGN743 Progress claim 8 21/9-5/10/2018 Supervisor Ted Owen 18807.50, Michael Sinclair \$22302.75, variation roster form 3:1 to 2:1	48,059.97
EFT6874	09/11/2018	Westprint Heritage Maps	Payment	-1,118.50
00019796	31/10/2018	Westprint Heritage Maps	Tracks, Scats & Other... Book	769.00
00019580	09/10/2018	Westprint Heritage Maps	Complete Guide to Reptiles (BACKORDERED)	349.50
EFT6875	09/11/2018	The Australian Local Government Job Directory	Payment	-1,045.00
S19177JS	31/10/2018	The Australian Local Government Job Directory	2019 Annual Subscription	1,045.00
EFT6876	09/11/2018	Skippers Aviation Pty Ltd	Payment	-2,310.00
6023961	31/10/2018	Skippers Aviation Pty Ltd	Skippers flights Cr Quadrio Per/Wun/Per 23/11 - 26/11/18	770.00
6023394	01/10/2018	Skippers Aviation Pty Ltd	ticket sales 1-15 June 2018 including 1 flight credit to be used withint 12 M from 11/6/2018	770.00
6023961	31/10/2018	Skippers Aviation Pty Ltd	Flights for Toby Zhang, Perth Magician Christmas Street Party Perth - Wiluna 12/12/18 Wiluna - Perth 14/12/19	770.00
EFT6877	09/11/2018	Microcom Pty Ltd t/a MetroCount	Payment	-1,833.70
INV026769	24/10/2018	Microcom Pty Ltd t/a MetroCount	KFULL Full Field Kit - 1 x 30m Road Tube, 12 Road Nails, 10 Figure 8 Cleats and 2 centre Lane Flaps	1,622.50
INV026770	24/10/2018	Microcom Pty Ltd t/a MetroCount	KSPIKE 10 pack deck spikes (200mm, for unsealed roads) - Wiluna Airport cones and gables	211.20

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6878	09/11/2018	Dun & Bradstreet (Australia) Pty Ltd	Payment	-345.40
		(Tenderlink)		
WILUNA-259433	01/11/2018	Dun & Bradstreet (Australia) Pty Ltd (Tenderlink)	Tender RFT 2018-04 Wongawol Road Culverst and Floodways	172.70
WILUNA-259434	01/11/2018	Dun & Bradstreet (Australia) Pty Ltd (Tenderlink)	Tender RFT 2018-05 Rural Road Construction	172.70
EFT6879	09/11/2018	AMPAC Debt Recovery	Payment	-4,804.67
50763	31/10/2018	AMPAC Debt Recovery	Wongawol road Price Sierakowski general professional costs 30/10/2018	264.00
50765	31/10/2018	AMPAC Debt Recovery	Tenement mgmt fee Oct 2018	1,650.00
50764	31/10/2018	AMPAC Debt Recovery	Oct commission and Costs	2,890.67
EFT6880	09/11/2018	Belgravialeisure	Payment	-31,393.82
B026146	01/11/2018	Belgravialeisure	Management fees Nov 2018 authorised by DCEO	31,393.82
EFT6881	09/11/2018	Incite Security	Payment	-117.02
44297	01/11/2018	Incite Security	Please provide quarterly Monitoring Service fees for the Works Depot on Wells Street. 1/11-31/1/2019	117.02
EFT6882	09/11/2018	Fourier Technologies	Payment	-3,368.84
CW-88808116	30/10/2018	Fourier Technologies	SSL Certificate 2 Year	335.50
CW-88808178	01/11/2018	Fourier Technologies	System maintenane and administration \$930, Monthly SPLA licensing\$ 503.71, Desktop support services	2,677.08
CW-88808177	01/11/2018	Fourier Technologies	Microsoft Office 365 Enterprise E3 licenses - per month	29.59
CW-3926353	25/10/2018	Fourier Technologies	Cert/Lic Renewals (authorised by DCEO)	326.67

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6883	09/11/2018	River Engineering Pty Ltd	Payment	-32,326.80
WILU004	04/11/2018	River Engineering Pty Ltd	Engineering services to the end of Oct 2018	30,445.80
WILU003	04/11/2018	River Engineering Pty Ltd	Please evaluate tender AGRN743 - Parcel 3 by assessing tenders, review the tenders compliance and qualitative criteria, review of pricing and regional preference and local content, produce a spreadsheet clearly showing comparison of submissions, produce a report and recommendation by COB 19th September 2018	1,881.00
EFT6884	09/11/2018	MagiQ Software Ltd	Payment	-21,974.37
12084	01/10/2018	MagiQ Software Ltd	MAGIQ DOCUMENTS SUITE (as per quotation) 1 Server Licence	3,300.00
11889	01/10/2018	MagiQ Software Ltd	MAGIQ DOCUMENTS SUITE (as per quotation) 1 Server Licence	3,649.47
12299	29/10/2018	MagiQ Software Ltd	MAGIQ DOCUMENTS SUITE (as per quotation) 1 Server Licence	5,610.00
12310	31/10/2018	MagiQ Software Ltd	MAGIQ DOCUMENTS SUITE (as per quotation) 1 Server Licence	9,414.90
EFT6885	16/11/2018	Ngangganawili Aboriginal Health Services	Payment	-100.00
44008	13/11/2018	Ngangganawili Aboriginal Health Services	Pre-Employment Medical Examination and Report - Paul Kent 13/11/2018	100.00
EFT6886	16/11/2018	Fourier Technologies	Payment	-528.00
CW-88808199	07/11/2018	Fourier Technologies	MigrationWiz Mailbox - One Time Payment	528.00
EFT6887	16/11/2018	Element Advisory Pty Ltd (TPG Place Match)	Payment	-216.70
47179	31/10/2018	Element Advisory Pty Ltd (TPG Place Match)	Rezoning of 2 lots to be included in Wiluna Caravan park (Quote 9/3/2018). To liaise with the client and DPLH as required and amend and finalise resolution pages.	216.70
EFT6888	16/11/2018	MagiQ Software Ltd	Payment	-1,650.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
12335	31/10/2018	MagiQ Software Ltd	Magiq documents 15-16/10 Publishing Portal setup (joe cook)	1,650.00
EFT6889	16/11/2018	Veens Design Group	Payment	-5,500.00
7396	05/11/2018	Veens Design Group	As per your quotation for the New Memorial Park construction located next to the new administration centre please find attached your purchase order to begin stage 1 - Design and development application for prelim plans, layouts, elevations, and proposed designs. Please include 3d graphics, and if possible actual photos with the designs inserted from various viewing angles. Stage 2 Contract documentation pre tender works including working drawings, specifications, and project estimates, and tender documentation with a final report to council to approve draft tender documents, using the Shire's template tender forms, and council report. It is envisaged that at least 1 trip to Wiluna will be required for consultation with the executive management team consisting of the CEO, DCEO and EMTS	5,500.00
EFT6890	16/11/2018	Aerodrome Management Services Pty Ltd	Payment	-8,112.50
AMSINV-00549	25/10/2018	Aerodrome Management Services Pty Ltd	Wiluna Daily rate for Compliance officer \$7.5@\$850 PLUS Wiluna incidentals for compliance officer per month \$1000	8,112.50
EFT6891	16/11/2018	Goodwork Holdings Pty Ltd	Payment	-134,697.20
INV-101766	09/11/2018	Goodwork Holdings Pty Ltd	ARGN743 RSS for 4-8/11/2018	130,534.80
INV-101765	09/11/2018	Goodwork Holdings Pty Ltd	ARGN743 RSS 18-19/10/2018	4,162.40

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6892	16/11/2018	Wiluna Traders	Payment	-241.41
779558	13/11/2018	Wiluna Traders	Sugar soap bottle	49.41
779941	14/11/2018	Wiluna Traders	8 x 15 ltr bottles of water	128.00
765897	03/10/2018	Wiluna Traders	Please supply 15lts Neverfail for the Shire Works Depot	64.00
EFT6893	16/11/2018	Refuel Australia	Payment	-23,700.00
01103696	08/11/2018	Refuel Australia	Please supply 15,000ltrs of Diesel @ \$1.44 p/l ex gst. Please deliver to the Shire of Wiluna Works Depot	23,700.00
EFT6894	16/11/2018	Australia Post	Payment	-247.68
100796517 6	03/11/2018	Australia Post	Aust post supplies Oct 2018	247.68
EFT6895	16/11/2018	Johns Building Supplies Pty Ltd	Payment	-406.03
830210	29/10/2018	Johns Building Supplies Pty Ltd	Product Code: CCA90456000 90 x 45 H3 Treated Pine 6000mm	406.03
EFT6896	16/11/2018	David Gray & Co Pty Ltd	Payment	-671.55
1491359	31/10/2018	David Gray & Co Pty Ltd	Jolt 10Ltrs	671.55
EFT6897	16/11/2018	Cabcharge	Payment	-6.00
25070101P 1811	05/11/2018	Cabcharge	Accounting keeping fee Oct 2018	6.00
EFT6898	16/11/2018	Elite Electrical Contracting Pty Ltd	Payment	-1,893.58
W2045	06/11/2018	Elite Electrical Contracting Pty Ltd	Tune radio channels to the correct channels as there was a faulty with all the vast boxes (we couldn't get the vast boxes to stay on the correct channels). radio room in Art Gallery	1,167.30
W2048	13/11/2018	Elite Electrical Contracting Pty Ltd	Please provide electrical test and tagging for the Single Person's Quarters Units A,B,C,E,F,G,H,I & J (9 x units)	726.28
EFT6899	16/11/2018	WINC Australia Pty Ltd	Payment	-200.50
902575658 6	31/10/2018	WINC Australia Pty Ltd	Officemax 10mm Plastic Binding Coils 21 Ring Black Pack 100	31.99
902580470 0	06/11/2018	WINC Australia Pty Ltd	18931324 3L Decore Oblong Container	168.51
EFT6900	16/11/2018	River Blue Holdings	Payment	-270.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
4214	08/11/2018	River Blue Holdings	OCM Lunch for 24/10/18 for 12 people @ 11.30 at the O/Shaghnessy Council Chambers	270.00
EFT6901	16/11/2018	RSEA Pty Ltd	Payment	-180.08
6408297	05/11/2018	RSEA Pty Ltd	Item Code: E1361S_YENY02XL Eleven - E136S Shirt L/S L/W Twill Spliced yellow navy 2XL	180.08
EFT6902	16/11/2018	Olsen Warren Keith	Payment	-626.53
REIMB- WOLSEN30 10	30/10/2018	Olsen Warren Keith	Per diem - taking taxidermy loans back to Perth, Council contrbution to farewell gifts for Lavenia - as per policy 1.4, 67.25L Diesel Fuel for Deputy CEO's car, 3-Port USB Hub with SD Card Reader	626.53
EFT6903	16/11/2018	Hille, Thompson & Delfos	Payment	-1,881.00
00018576	31/10/2018	Hille, Thompson & Delfos	as per quote no 8031 - please undertake the survey of levels indentified and specified by River Engineering for the proposed sewer upgrade works	1,881.00
EFT6904	16/11/2018	LEINSTER CONTRACTING SERVICES	Payment	-3,555.20
10976	09/11/2018	LEINSTER CONTRACTING SERVICES	Please provide refuse collection service (kerb side wheelie bins) for Wiluna townsite on Tuesday 6th & Friday 9th Nov 2018 @ \$120 p/hr ex gst labour	3,555.20
EFT6905	16/11/2018	Katherine Crawford	Payment	-5,502.60
REIMB1311- KCRAWFOR D	13/11/2018	Katherine Crawford	1/11/18 Fuel, meals, accomm, taxi fares, skippers, virgin (recruitment costs for Works)	5,502.60
EFT6906	16/11/2018	Paul Kent	Payment	-633.67
REIMB1311- PKENT	13/11/2018	Paul Kent	6/11/18 Budget Air flight Melb to Perth on 11/11 6/11/18 Skippers -flight Perth to Wiluna 12/11	633.67
EFT6907	23/11/2018	Lena Long	Payment	-909.17
OCM- NOV2018	30/11/2018	Lena Long	Councillor's fees Nov 2018- Lena Long	909.17

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6908	23/11/2018	Harris Graham	Payment	-909.17
OCM-	30/11/2018	Harris Graham	Councillor's fees Nov 2018 Graham Harris	909.17
NOV2018				
EFT6909	23/11/2018	Stacey Petterson 1	Payment	-1,323.00
OCM-	30/11/2018	Stacey Petterson 1	Councillor's fees Nov- Stacey Petterson	1,323.00
NOV2018				
EFT6910	23/11/2018	James Peter Quadrio	Payment	-3,551.36
OCM-	30/11/2018	James Peter Quadrio	Councillor's fees Nov 2018- James Quadrio	3,551.36
NOV2018				
EFT6911	23/11/2018	Norma Ward	Payment	-1,077.49
OCM-	30/11/2018	Norma Ward	Councillor's fees Nov 2018- Norma Ward	1,077.49
NOV2018				
EFT6912	23/11/2018	Caroline Elisabeth Thomas	Payment	-909.17
OCM-	30/11/2018	Caroline Elisabeth Thomas	Councillor's fees Nov 2018- Caroline Thomas	909.17
NOV2018				
EFT6913	23/11/2018	Peter Grundy	Payment	-909.17
OCM-	30/11/2018	Peter Grundy	Councillor's fees Nov 2018 Peter Grundy	909.17
NOV2018				
EFT6914	23/11/2018	Wiluna Traders	Payment	-236.12
781154	14/11/2018	Wiluna Traders	Rat bait - Shire Admin Building	59.22
765844	01/11/2018	Wiluna Traders	kg Apples	118.60
772731	24/10/2018	Wiluna Traders	9310135020400 Sara Lee Strawberry Cheese Cake	58.30
781137	14/11/2018	Wiluna Traders	Duplicates inv.779558 Shellys liq sugar soap, diggers	49.41
781136	14/11/2018	Wiluna Traders	CN for inv.781136 (Duplicated with inv779558)	-49.41
EFT6915	23/11/2018	Toll Ipec Pty Ltd	Payment	-290.10
1254	09/11/2018	Toll Ipec Pty Ltd	30/10 Jacksons Drawing -paints PO4489	290.10
EFT6916	23/11/2018	ARTIST-Donovan Gilbert	Payment	-948.04
ARTSALES1	14/11/2018	ARTIST-Donovan Gilbert	art sales 18-13 Honey Ants 64x94cm Donovan Gilbert	948.04
411				
EFT6917	23/11/2018	Railway Motel & Function Centre	Payment	-159.00
596	16/11/2018	Railway Motel & Function Centre	Accommodation & meals Cr Quadrio 14 & 15 Nov 2018 to attend KBCCCI	159.00
EFT6918	23/11/2018	Harris Graham	Payment	-1,088.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
REIMB- GHARRIS20 11	20/11/2018	Harris Graham	Wiluna/Kalgoorlie 1100km Regional Road group meeting in kalgoorlie (approved MV rate council decision #106/15)	1,088.00
EFT6919	23/11/2018	Australia's Golden Outback	Payment	-295.00
AGO18/19 MSHP	01/11/2018	Australia's Golden Outback	2018-19 Gold mship of Aust Golden outbakc 1/7-30/6/2019	295.00
EFT6920	23/11/2018	ARTIST-Marcia Vicky Ashwin	Payment	-311.40
ARSALES14 11	14/11/2018	ARTIST-Marcia Vicky Ashwin	Art sales 17-351 Echidna and Honey ant dreaming Marcia Ashwin	311.40
EFT6921	23/11/2018	ARTIST-Vera Anderson	Payment	-138.40
ARTSALES1 210	01/11/2018	ARTIST-Vera Anderson	Vera Anderson Painting 13-14 The Quandong Tree 12/10	138.40
EFT6922	23/11/2018	eFire & Safety	Payment	-132.00
00228649	06/11/2018	eFire & Safety	1 kg DCP extinguisher with brackets - P099	132.00
EFT6923	23/11/2018	ARTIST-Debbie Wongawol	Payment	-55.36
ARTSALES1 411	14/11/2018	ARTIST-Debbie Wongawol	art sales 17-257 Wildflowers 30x30cm Debbie Wongawol	55.36
EFT6924	23/11/2018	Environmental Health & Building Services	Payment	-3,267.00
52	15/11/2018	Environmental Health & Building Services	Consultation 12/11/2018	3,267.00
EFT6925	23/11/2018	Elite Electrical Contracting Pty Ltd	Payment	-705.30
W2211	15/11/2018	Elite Electrical Contracting Pty Ltd	TV not operating U8/30 Scotia st Found dish had been moved in storm. found STB failed, replaced 5/11	705.30
EFT6926	23/11/2018	WINC Australia Pty Ltd	Payment	-220.49
902591657 2	16/11/2018	WINC Australia Pty Ltd	85208000 CSR Raw Sugar 1Kg	220.49

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6927	23/11/2018	Westprint Heritage Maps	Payment	-897.00
00091514	01/11/2018	Westprint Heritage Maps	Gunbarrel Highway Map	897.00
00019521	01/11/2018	Westprint Heritage Maps	Tracks Scats and others	769.00
00020019	19/11/2018	Westprint Heritage Maps	Returned 20cps of Tracks Scats & others on inv00019521 as per PO4450	-769.00
EFT6928	23/11/2018	Skippers Aviation Pty Ltd	Payment	-385.00
6024023	19/11/2018	Skippers Aviation Pty Ltd	Flight Wiluna-Perth Mr Paul Kent 14/11/18	385.00
EFT6929	23/11/2018	Olsen Warren Keith	Payment	-332.59
REIMB- WOLSEN19 11	19/11/2018	Olsen Warren Keith	15/11 BP Golden gate 60L diesel fuel for EMTS's car, Per Diem - Extra night in Perth to deliver car before Repairer closes, Taxi from Hotel to Airport	332.59
EFT6930	23/11/2018	Essential Labour Solutions Pty Ltd	Payment	-1,868.24
MKR- INV3061	14/11/2018	Essential Labour Solutions Pty Ltd	FILTER-MQ4N15 - FILTER KIT TRITON 1.0 \$118.00	413.82
MKR- INV3069	16/11/2018	Essential Labour Solutions Pty Ltd	FILTER-MQ4N15 - FILTER KIT TRITON Qty 1.0 \$118.00 \$118.00	413.82
MKR- INV3070	16/11/2018	Essential Labour Solutions Pty Ltd	Travel from Meekathara to Wiluna for PO# 4578,4579,4580	1,040.60
EFT6931	23/11/2018	ARTIST-Francis Walsh	Payment	-622.80
ARTSALES1 411	14/11/2018	ARTIST-Francis Walsh	Art sales 17-250A Old Crossing Francis Walsh	622.80
EFT6932	23/11/2018	ARTIST-Rebecca Jane Anderson	Payment	-124.56
ARTSALE12 10	01/11/2018	ARTIST-Rebecca Jane Anderson	Rebecca Anderson 17-274 Wildflowers in Mungilli 12/10	124.56
EFT6933	23/11/2018	The trustee for The KW & LM Ibbotson Family Trust t/a Murchison Power Services	Payment	-3,586.00
T0090	13/11/2018	The trustee for The KW & LM Ibbotson Family Trust t/a Murchison Power Services	Travel Elevated Work Platform(EWP) Mt Magnet to Wiluna 400km @ \$2.50p/kms to Assist Fourier fit aerial for Shire communication	3,586.00

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6934	23/11/2018	City Rubber Stamps & Trophies	Payment	-87.80
00256934	12/11/2018	City Rubber Stamps & Trophies	1 x custom made stamp/red ink	87.80
EFT6935	23/11/2018	IT Vision Australia Pty Ltd	Payment	-654.50
30223	01/11/2018	IT Vision Australia Pty Ltd	To Create a Play Account for Finance	412.50
30223	01/11/2018	IT Vision Australia Pty Ltd	Changes to purchase order template	242.00
EFT6936	30/11/2018	Wiluna Traders	Payment	-531.65
784316	26/11/2018	Wiluna Traders	Large Bottles of Water	176.00
756638	01/11/2018	Wiluna Traders	24 x 600ml Spring Water	240.00
784690	27/11/2018	Wiluna Traders	3kg Bag of Oranges	79.55
783356	22/11/2018	Wiluna Traders	Morning tea for Katherine and Robert	36.10
EFT6937	30/11/2018	McMahon Burnett Transport	Payment	-794.06
00004090	15/11/2018	McMahon Burnett Transport	24/10 Office national PO 4444 items for council chamber	794.06
EFT6938	30/11/2018	Toll Ipec Pty Ltd	Payment	-336.98
1256	23/11/2018	Toll Ipec Pty Ltd	20/11 Blackwood PO4595	234.75
1255	16/11/2018	Toll Ipec Pty Ltd	6/11 Efire extinguishers for P099,096,100A,112A,109A,094	102.23
EFT6939	30/11/2018	Boya Equipment	Payment	-295.26
73632/01	26/11/2018	Boya Equipment	K5647-34312 DUST COVER	295.26
EFT6940	30/11/2018	J Blackwood & Son Pty Limited	Payment	-686.37
PE7144RJ	15/11/2018	J Blackwood & Son Pty Limited	04114228NIPPERS PICK UP TOOL NIP-100 100CM	335.17
PE7143RJ	16/11/2018	J Blackwood & Son Pty Limited	08043205 ELECTRODE CAST/C 55 611723 3.25MM 2.5KG (Pack)	351.20
EFT6941	30/11/2018	Covs Parts Pty Ltd T/A Covs Parts	Payment	-188.23
1710067360	01/11/2018	Covs Parts Pty Ltd T/A Covs Parts	P/N PS12260H Battery - 33AH - (for oval line marker hired from WRCS)	188.23
EFT6942	30/11/2018	Westland Autos Pty Ltd	Payment	-198.63
26535	01/11/2018	Westland Autos Pty Ltd	Battery Part number quote 115603: Cost \$198.63. Quote number is #30723	198.63

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6943	30/11/2018	Goodwork Holdings Pty Ltd	Payment	-141,913.75
INV-101771	21/11/2018	Goodwork Holdings Pty Ltd	ARGN743 Sandstone rd 11-15/11 RSS216,224,225,226,227	13,200.00
INV-101770	21/11/2018	Goodwork Holdings Pty Ltd	ARGN743 Albion downs rd 9-10/11/2018 RSS214,215	5,280.00
INV-101768	21/11/2018	Goodwork Holdings Pty Ltd	ARGN 743 9-16/11/2018 RSS 213,217,218,219,220,221,222,223 (correction 159/167/168)	123,433.75
EFT6944	30/11/2018	National Museum Australia	Payment	-110.00
INV000028	01/11/2018	National Museum Australia	Supply of Images as Per email from Sara Walker dated 28th June 2018	110.00
EFT6945	30/11/2018	The trustee for Gargoyle Trust t/a G.M.R Supplies	Payment	-10,384.68
SINV10531 2	28/11/2018	The trustee for Gargoyle Trust t/a G.M.R Supplies	P/N MAU310 MANITOWOC 103KG PROD @32'A, 21'W ice machine - Shire Admin Centre	10,384.68
EFT6946	30/11/2018	Kalgoorlie Retravisio	Payment	-1,545.00
60050702	01/11/2018	Kalgoorlie Retravisio	Product: SAMSUN/SR624LSTC 628L S/STEEL TOP MOUNT FRIDGE - Function Room	1,345.00
60050401	01/11/2018	Kalgoorlie Retravisio	Product Cellne/ 10145344 3SIXT Premium HHDMI cable V1.4 5mtrs	200.00
EFT6947	30/11/2018	Elite Electrical Contracting Pty Ltd	Payment	-3,087.15
W2041	21/11/2018	Elite Electrical Contracting Pty Ltd	Please complete the following works @ 24 Woodley Street Shed,to bring property up to safety standard. 1. Change over faulty RCDs 4 x 16amp & 1 x 10amp 2. Change over circuit breakers to RCDs 2 x 16amp & 1 x 20amp 3. Change over faulty 20amp & 3 phase RCD 4. Change over 10amp 3 phase circuit breaker due to existing is illegal 5. Make safe existing hoist cable as Please investigate and repair outside (verandah) lights on level 1 floor @ Shire Admin Centre	1,545.50
W2039	15/11/2018	Elite Electrical Contracting Pty Ltd		288.75
W2215	26/11/2018	Elite Electrical Contracting Pty Ltd	Investigate and repair faulty power in shed @ U1/30 Scotia St. Tenant reported that the shed has no power	346.50

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
W2229	22/11/2018	Elite Electrical Contracting Pty Ltd	Please repair/replace main entrance door and activity room exit lights. Replace 1 x fire alarm in the gym as requested by Tamihana Cummings (RLC)	330.00
W2230	22/11/2018	Elite Electrical Contracting Pty Ltd	Replace rear smashed sensor lights (from storm) and repair/place front sensor lights @ U3/2 Jones St	345.40
W2232	22/11/2018	Elite Electrical Contracting Pty Ltd	Check and adjust sat dish as tv decoder box cannot find any signals @ 10 Trenton St	231.00
EFT6948	30/11/2018	WINC Australia Pty Ltd	Payment	-11.40
9025924065	16/11/2018	WINC Australia Pty Ltd	19032078 Rexel Card Holder Pkt 10 85 x 135 Clear	11.40
EFT6949	30/11/2018	Talis Consultants Pty Ltd	Payment	-45,884.17
17744	01/11/2018	Talis Consultants Pty Ltd	ARGN743 provision of consultancy services for PE 26/10/2018	45,884.17
EFT6950	30/11/2018	Blackham Resources Limited	Payment	-3,433.10
WIL18-161	01/11/2018	Blackham Resources Limited	Flight for Rajinder Sunner to attend interview 8/5/18	287.10
WIL18-209	01/11/2018	Blackham Resources Limited	Accommodation for visitors for opening celebrations Mark Bin Baker and others 5-6 September 2018	3,146.00
EFT6951	30/11/2018	RSEA Pty Ltd	Payment	-859.08
6454227	22/11/2018	RSEA Pty Ltd	E1101 NAVY092R. ELEVEN - E1101 Pant Drill Cargo Navy 92 Regular Leg.	859.08
EFT6952	30/11/2018	Direct Trades Supply Pty Ltd	Payment	-49.00
293566	23/11/2018	Direct Trades Supply Pty Ltd	I/C CW5090050 Wire Chicken 900 x 50 x 1mm x 80m - 38 Lennon St	49.00
EFT6953	30/11/2018	Angela Hoy	Payment	-3,721.89
REIMB-AHOY2611	26/11/2018	Angela Hoy	ALGA Transport Forum 19-23/11/2018 Alice Spring Accommodation, F&B and Cabcharge for Jim Quadrio, Peter Grundy, Angela Hoy, Graham Harris.	3,721.89
EFT6954	30/11/2018	Barrett's Architectural Products	Payment	-842.22
12502	14/11/2018	Barrett's Architectural Products	change shackles on 4 x LW padlocks - Wiluna Discovery Centre (Gates)	250.80
12493	07/11/2018	Barrett's Architectural Products	L/W 100 night latch G6 GMK - Art Gallery	591.42

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
EFT6955	30/11/2018	Belgravialeisure	Payment	-31,393.82
B026285	26/11/2018	Belgravialeisure	Managmeent fees Dec 2018-Swimming pool	31,393.82
EFT6956	30/11/2018	LEINSTER CONTRACTING SERVICES	Payment	-3,555.20
11017	16/11/2018	LEINSTER CONTRACTING SERVICES	Please provide refuse collection (kerb side wheelie bins) for Wiluna Townsite on Tuesday 13th Nov 2018. Labour 6.5 hrs @\$120.00 Travel 380km @ 2.20	3,555.20
EFT6957	30/11/2018	RAC Motoring Pty Ltd t/a RAC Businesswise	Payment	-2,002.00
297802	23/11/2018	RAC Motoring Pty Ltd t/a RAC Businesswise	Please provide BusinessWise Absolute Cover for Ford Ranger Super Cab UTE 1ELM755 for 12 months period as of Friday 23.11.18 - P095	2,002.00
EFT6958	30/11/2018	McLeods	Payment	-1,490.50
105606	01/11/2018	McLeods	Advice into Inquiry into the Shire of Wiluna 1/10 David Nicholson	1,490.50
DD4292.1	02/11/2018	Horizon Power	Payment	-337.64
456774OC	27/10/2018	Horizon Power	42 Lennon st 28/9-25/10 37unit@\$25.7520 plus supply charge from 28/9	84.56
456758OC	27/10/2018	Horizon Power	48 Lennon st 171@\$25.7520 28/9-25/10 Plus supply charge from 28/9	162.02
456753OC	27/10/2018	Horizon Power	46 Lennon st 51@\$25.752 28/9-25/10 51@\$25.7520 Plus supply charge from 28/9	91.06
DD4301.1	02/11/2018	Department of Planning, Lands and Heritage	Payment	-2,647.20
02839-1990	01/11/2018	Department of Planning, Lands and Heritage	10% deposit for purchase of property at 24 Woodley st (conversion of lease K129174)	2,647.20

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
DD4310.1	09/11/2018	Horizon Power	Payment	-1,691.33
291146OC T	31/10/2018	Horizon Power	61-63 Scotia Street - Supply and service charge for 6/9-4/11/2018	278.49
135826OC T	31/10/2018	Horizon Power	60A Scotia Street -S upply and service charge for 5/9-5/11/2018	111.40
376109OC T	31/10/2018	Horizon Power	Unit 1-3, 2 Jones Street - Supply and service charge for 5/9-4/11/2018	394.50
456767OC T	31/10/2018	Horizon Power	8 Trenton Street - Supply and service charge for 5/9-4/11/2018	73.95
226488OC T	31/10/2018	Horizon Power	60B Scotia Street - Supply and service charge for 5/9-4/11/2018	132.36
152003OC T	31/10/2018	Horizon Power	Lot 452 Walls Street - Supply and service charge for 5/9-4/11/2018	268.28
262338OC T	31/10/2018	Horizon Power	Lot 36 , 47-49 Wotton Street -Supply and service charge for 5/9-4/11/2018	193.53
273531OC T	31/10/2018	Horizon Power	Unit 3, 60 Scotia Street - Supply and service charge for 5/9-4/11/2018	238.82
DD4314.1	09/11/2018	WA Local Government Superannuation Plan	Super Payment	-4,768.67
SUPER	09/11/2018	WA Local Government Superannuation Plan	Super Payment	4,197.52
DEDUCTIO N	09/11/2018	WA Local Government Superannuation Plan	Super Payment	571.15
DD4314.2	09/11/2018	Cbus	Super Payment	-517.50
DEDUCTIO N	09/11/2018	Cbus	Super Payment	132.69
SUPER	09/11/2018	Cbus	Super Payment	384.81

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
DD4314.3	09/11/2018	Colonial First State-First Choice Superannuation Trust	Super Payment	-1,182.70
SUPER	09/11/2018	Colonial First State-First Choice Superannuation Trust	Super Payment	865.39
DEDUCTIO N	09/11/2018	Colonial First State-First Choice Superannuation Trust	Super Payment	317.31
DD4314.4	09/11/2018	BT Super for Life	Super Payment	-776.66
SUPER	09/11/2018	BT Super for Life	Super Payment	632.43
DEDUCTIO N	09/11/2018	BT Super for Life	Super Payment	144.23
DD4314.5	09/11/2018	Sunsuper Fund	Super Payment	-487.50
SUPER	09/11/2018	Sunsuper Fund	Super Payment	362.50
DEDUCTIO N	09/11/2018	Sunsuper Fund	Super Payment	125.00
DD4315.1	23/11/2018	ANZ Bank	Payment	-14,305.43
VISA- OCT2018	01/11/2018	ANZ Bank	Colin Bastow - Flights, Conference, Stationery, Internet & Satff Amenties	11,449.02
VISA- OCT2018	01/11/2018	ANZ Bank	Angela Hoy - Car Service, Conference, Telephone, Fuel	1,457.14
VISA- OCT2018	01/11/2018	ANZ Bank	Warren Olsen - Fuel, Service, Printing and Stationery	1,399.27
DD4321.1	16/11/2018	3E Advantage Pty Limited	Payment	-3,792.15
INV-11379-	31/10/2018	3E Advantage Pty Limited	Oct 2018 printing cost	3,792.15

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
DD4323.1	16/11/2018	Horizon Power	Payment	-5,783.68
303713OC T	07/11/2018	Horizon Power	Lot1563 at Scotia street (Rec centre, Oval, change room, pool) 7/9 - 5/11/2018 2833.6units@\$24.2678 PLUS supply charge \$93.57	859.34
207891OC	07/11/2018	Horizon Power	Lot134 Wotton st for 6/9-4/11/2018 8253@\$24.2678	2,306.03
442843OC	07/11/2018	Horizon Power	Payment	2,618.31
DD4323.2	16/11/2018	Telstra Corporation	Payment	-1,253.88
092143410 0OCT2018	01/11/2018	Telstra Corporation	Usage charges to 24/10/2018 plus service and equipment rentla to 24/11/2018	1,253.88
DD4330.1	26/11/2018	Telstra Corporation	Payment	-174.99
327936521 1NOV	07/11/2018	Telstra Corporation	Satelitte plan 7/11-6/12 for no.0147143551,0147157150, 0147163369,0147166556,0147167814	174.99
DD4330.2	28/11/2018	Horizon Power	Payment	-4,003.99
273971NO V	12/11/2018	Horizon Power	electricity Lot192 Wells st 28/9-25/10 1704@\$24.2678 Plus supply charge	4,003.99
DD4330.3	23/11/2018	Pivotel	Payment	-15.00
2544219	15/11/2018	Pivotel	Access Fee for Sat phone 0405645950 -Nov	15.00
DD4342.1	23/11/2018	LGIA Super	Super Payment	-75.63
SUPER	23/11/2018	LGIA Super	Super Payment	75.63
DD4342.2	23/11/2018	BT Super for Life	Super Payment	-749.34
DEDUCTIO N	23/11/2018	BT Super for Life	Super Payment	144.23
SUPER	23/11/2018	BT Super for Life	Super Payment	605.11
DD4342.3	23/11/2018	Cbus	Super Payment	-517.50
DEDUCTIO N	23/11/2018	Cbus	Super Payment	132.69
SUPER	23/11/2018	Cbus	Super Payment	384.81

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
DD4342.4	23/11/2018	WA Local Government	Super Payment	-4,823.48
		Superannuation Plan		
SUPER	23/11/2018	WA Local Government	Super Payment	4,252.33
		Superannuation Plan		
DEDUCTIO N	23/11/2018	WA Local Government	Super Payment	571.15
		Superannuation Plan		
DD4342.5	23/11/2018	Colonial First State-First Choice	Super Payment	-1,182.70
		Superannuation Trust		
SUPER	23/11/2018	Colonial First State-First Choice	Super Payment	865.39
		Superannuation Trust		
DEDUCTIO N	23/11/2018	Colonial First State-First Choice	Super Payment	317.31
		Superannuation Trust		
DD4342.6	23/11/2018	Sunsuper Fund	Super Payment	-487.50
SUPER	23/11/2018	Sunsuper Fund	Super Payment	362.50
DEDUCTIO N	23/11/2018	Sunsuper Fund	Super Payment	125.00
DD4346.1	30/11/2018	BP Australia Pty Ltd	Payment	-72.97
10387977	01/11/2018	BP Australia Pty Ltd	OCT 2018 BPULS Diesel 10ppm	72.97
DD4350.1	30/11/2018	Kleenheat Gas Pty Ltd	Payment	-75.90
4150561	01/11/2018	Kleenheat Gas Pty Ltd	45kg VAP CL+YL facility fee/cylinder service charge 2018 6C (DEPOT)	75.90
DD4354.1	30/11/2018	3E Advantage Pty Limited	Payment	-2,684.31
3E NOV	01/11/2018	3E Advantage Pty Limited	Print Services Nov 2018	2,684.31
DD4354.2	30/11/2018	BP Australia Pty Ltd	Payment	-287.28
10439546	01/11/2018	BP Australia Pty Ltd	Nov 2018 - CEO for AU BP ULS Diesel 10ppm and AU BP Ultimate Diesel	287.28
DD4363.1	19/11/2018	Western Australian Treasury Corporation	Payment	-43,079.36
NOV18LOA NREPAY	19/11/2018	Western Australian Treasury Corporation	Nov 2018 Loan Repayment WATC 441762W & WTAC 441764W	43,079.36

List of Account Paid by Authority
1st November To 30th November 2018

Chq/EFT	Date	Name	Description	Amount
PE 09/11/2018	02/10/2018	Payroll Ending PE 09/11/2018	PAYROLL	-38,941.64
PE 23/11/18	16/10/2018	Payroll Ending PE 23/11/2018	PAYROLL	-40,498.38
Total List of Accounts Paid by Authority:				\$ 995,900.58

Appendix 9.2.3

Shire of Wiluna INVESTMENT REGISTER as at 30 November 2018

						Investments Movement				
Account or Contract note	Type	Institution	Term Days	Yield	Maturity	Balance B/fwd	Transfers In	Actual Interest	Transfers Out	Closing Balance
<u>Municipal Account Investments</u>										
016307-3377354	Municipal Call Deposit	ANZ	n/a	Varies	n/a	153,997	995,000	490	540,076	609,412
181780156	Business Saver Acct	AMP Bank	n/a	1.80%	n/a	1,000,000		1,529	801,529	200,000
38053009	Cash Deposit Acct	CBA	n/a	1.45%	n/a	17,286	1,000,942			1,018,228
3001771	MM Deposit Account	Bankwest	n/a	1.70%	n/a	1,506,367		2,175	1,075,479	433,063
38053009	Fixed Term Deposit	CBA	30	2.15%	14-Nov-18	1,001,868		1,770	1,003,639	0
035473	Fixed Term Deposit	BoC	31	2.25%	19-Nov-18	1,000,000		1,911	1,001,911	0
4767118	Fixed Term Deposit	Bankwest	31	2.15%	19-Nov-18	423,747		774	424,521	0
38053009	Fixed Term Deposit	CBA	30	2.15%	26-Nov-18	500,000		942	500,942	0
38053009	Fixed Term Deposit	CBA	30	2.15%	14-Dec-18		1,003,639			1,003,639
4777101	Fixed Term Deposit	Bankwest	30	2.15%	19-Dec-18		1,500,000			1,500,000
035980	Fixed Term Deposit	NAB	62	2.30%	21-Jan-19		390,000			390,000
49457	Fixed Term Deposit	IMB Bank	62	2.20%	21-Jan-19		710,000			710,000
035438	Fixed Term Deposit	NAB	120	2.63%	14-Feb-19	650,000				650,000
<u>Reserve Account Investments</u>										
016286-2308665	Reserve Call Deposit	ANZ	n/a	Varies	n/a	2,249	18,384	14		20,647
033402	Fixed Term Deposit	ME Bank	122	2.75%	05-Nov-18	2,000,000		18,384	2,018,384	0
033844	Fixed Term Deposit	WestPac	131	2.54%	05-Dec-18	1,680,000				1,680,000
034483	Fixed Term Deposit	NAB	135	2.63%	10-Jan-19	960,000				960,000
035153	Fixed Term Deposit	BoQ	121	2.58%	01-Feb-19	1,236,305				1,236,305
035738	Fixed Term Deposit	ME Bank	91	2.60%	04-Feb-19		2,000,000			2,000,000
Total Investments						12,131,820	7,617,965	27,990	7,366,481	12,411,294
Represented By:						Percentage of Total				
L072300	Reserve - Airport			20.39%		1,147,545		3,752		1,151,296
L072100	Reserve - Asset Replacement			50.89%		2,863,680		9,362		2,873,042
L072200	Reserve - Computer			1.90%		106,759		349		107,108
L072400	Reserve - Leave			3.20%		180,029		589		180,617
L072500	Reserve - Wiluna Telecentre			0.30%		16,771		55		16,826
L072505	Reserve - Caravan Park			0.82%		46,291		151		46,442
L072506	Reserve - Canning-Gunbarrel Discovery Centre			6.15%		346,089		1,131		347,220
L072507	Reserve - Unspent Grants			Not Applicable		250,959				250,959
L072508	Reserve - Community Development			4.47%		251,293		822		252,114
L072509	Reserve - Public Infrastructure			0.00%		0		0		0
L072510	Reserve - Plant			10.92%		614,354		2,008		616,362
L072511	Reserve - Retentions			0.97%		54,785		179		54,965
	Sub Total Reserves			100.00%		5,878,554	0	18,398	0	5,896,952
	Muni Fund Term Deposits					3,575,616	3,603,639	5,398	2,931,014	4,253,639
	Muni Fund Call Deposits					2,677,649	1,995,942	4,194	2,417,083	2,260,702
	Sub Total Non-Reserves					6,253,265	5,599,581	9,592	5,348,097	6,514,341
	Total Funds Invested					12,131,820	5,599,581	27,990	5,348,097	12,411,294



Tjukurba Gallery – Birriliburu Artists

Business Plan

2019 to 2021

Table of Contents

1. Executive Summary	1
2. Purpose	2
3. Context	2
3.1.1 History	2
3.1.2 Background of the Tjukurba Gallery.....	3
3.2 Internal situation	4
3.2.1 Artists	4
3.2.2 Artworks.....	5
3.2.3 Marketing	6
3.2.4 Human Resources	7
3.2.5 Funding	7
3.2.6 Art Centre Facilities.....	8
3.2.7 Peak Body Membership	8
3.3 External Situation	8
3.3.1 Local Context	8
3.3.2 Regional Context	8
3.3.3 National Context.....	9
3.3.4 Market Summary	9
3.4 Current markets/stakeholders	10
4. Goals and Key Performance Indicators	10
4.1 Goals	10
4.2 Key Performance Indicators	11
5. Strategies.....	14
6. Program and Marketing.....	16
6.1 Introduction	16
6.2 Program	16
6.3 Marketing Plan.....	16
6.3.1 Internal Audiences	16
6.3.2 External Audiences	17
6.3.3 SWOT Analysis	17
6.3.4 Current Markets	18
6.3.5 Marketing Strategies	19
7. Financial Plan.....	20
7.1 Current Situation.....	20
7.2 Financial Goals and Strategies	20

7.3	Vision for the Triennium 2019 to 2021	20
7.4	Financial Forecast	21
8.	Management.....	21
8.1	Organisational Staff Structure	21
8.2	Board and Governance	22
8.3	Risk Management	22

1. Executive Summary

This business plan for the triennium 2019 to 2021 has been prepared “in-house” by the management of the Shire of Wiluna”.

The “in-house” preparation has not just been an economy measure. By preparing the business plan “in-house”, Shire executive management has had to really think about the art centre:

- What has been done well
- What could have been done better
- What hasn’t been done at all
- Where is the business now
- What needs to be done to make substantial improvements.

The previous plan was prepared by a consultant with a vastly superior knowledge of Aboriginal art centres and the Aboriginal art market than any of the Shire’s management. It was a good business plan. It was submitted to the Department of Communications and the Arts, and no doubt got the tick of compliance.

Then it was entrusted to the Art Gallery Manager to implement. It sat on the shelf. It was never the topic of any discussion among the executive management team (the executive management team only learned of its existence about three months ago when the manager announced that it was time to get a new one!). It was never the subject of any regular progress reports to the Council which should be functioning as the art centre board (at least so far as holding management accountable is concerned).

So to prepare this business plan we have had to examine not only the previous business plan to discover what was supposed to have happened, but also time series data in relation to the performance of Tjukurba Art Gallery since its commencement back in about 2005. The current situation can be summarised as follows:

-) Artist participation, number of artworks produced, and sales have all been in a downtrend for a number of years
-) These downtrends have accelerated through the 2016 to 2018 triennium, probably as a consequence of the closure of the centre for the refurbishment of the former Wiluna Hospital Complex.
-) Many of the activities mentioned in the previous business plan never happened.
-) With minimal sales revenue, the centre has become almost totally reliant upon IVAIS and Shire funding for its existence.
-) There is now a critical need to re-engage the artists in the newly re-opened art centre, to deliver arts development workshops and such-like activities as mentioned in the plan, to encourage the production of more artworks, and to reignite marketing activities to drive up sales.

It is true of many organisations that what gets done is what gets measured and reported upon. It is certainly true of local governments. We therefore also believe it critical that data collection and analysis with regard to the Tjuburka Art Gallery needs to be improved, and the Council needs to receive regular (ie monthly) reports on the Gallery’s performance and on the implementation of this business plan.

The Tjukurba is critically important in this community and to the future of Wiluna. We all need to be paying attention.

2. Purpose

The Tjukurba Gallery exists to preserve and promote the Martu artistic culture of the Birriliburu Artists who are its community. More particularly, to promote their works and careers as artists and to provide them with income from the sale of their artworks.

"Tjukurba" is translated from Martu to mean "Dreaming". The gallery provides local artists with the space to dream and embrace creativity.

3. Context

3.1.1 History

Wiluna is located on Martu country, though Martu country has a range of delineations – linguistic, cultural, physical and political. Martu people are made up of related language groups, whose traditional countries span the Great Sandy, Little Sandy and Gibson Deserts. Most Aboriginal people in Wiluna refer to themselves as Martu and are part of a linguistic group who are principally Manyjilyjarra speakers, though there are other Aboriginal languages spoken in the community.

The region where Wiluna is now located was first explored in 1892, gold was discovered in 1896 and within a few months there were over 300 prospectors in the area.

The town of Weeloona was gazetted in 1898, before the name changed to Wiluna. By the 1930s, the town had over 9,000 people, but World War II saw many mines close. By the early 1960s, the population had fallen to less than 100. Gold mining resumed in 1981, with a rapid increase in a range of resource activities during the recent resources boom.

As mining and pastoral industries moved inland, in the wake of the exploration of the interior in the late 1800s, Martu people progressively lost their land and nomadic lifestyle. Many Martu people moved to missions such as Jigalong and Warburton and settlements such as Wiluna.

The Shire of Wiluna is predominantly mining and pastoral land and covers an area of 184,000 square kms; Wiluna is the main service centre and is approximately 1,000 kms northeast of Perth. The 2016 Census estimates Wiluna's population at almost 236, almost 59% of whom are Aboriginal.

Wiluna is in a complicated location. While it is often placed in the "northern goldfields" region (and it is comparatively close to Kalgoorlie), it is administratively part of the Mid-West region, and included in the MWDC's boundaries, which is based in Geraldton. Wiluna's location means there are gaps (and rarely, overlaps) in the service delivery regions of various agencies, such as health, employment, education.

3.1.2 Background of the Tjukurba Gallery

In 2004, the Shire of Wiluna initiated a three-month pilot art program to investigate the potential for art and craft activities after visiting Warburton Arts. This initial program, delivered in Wiluna, Bondini, Kutkububba and Ululla in 2005, led to a collaboration with Central West TAFE which delivered certificate programs in 2006 and 2007.

In 2005, the Shire of Wiluna received \$10,000 in funding for art materials and gallery equipment from the Mid-West Development Commission (MWDC). Supplementing this with its own funding, the Shire of Wiluna repaired and refurbished a building attached to the Shire complex. This building housed Council Chambers, the community library and *Tjukurba Gallery*. The Shire also allocated a position to the role of 'Art Gallery Manager', though initially this role also had responsibility for tourism and heritage. This basic arrangement, of a dedicated art centre manager, organizationally and physically hosted within the Shire of Wiluna has continued since then.

In 2007, the MWDC commissioned the *Mid West Indigenous Arts Industry Strategy*. This strategy identified Tjukurba Gallery as one of three organisations in the region that could support artists with professional development, high quality art materials and marketing support, using the art centre model in operation in many desert communities.

In 2008, a new planning process was undertaken, to explore future options for the artists and enterprise. This resulted in the *Birriliburu Artists Development Plan 2009-11*, reflecting the call for a new identity for the artists: Birriliburu Artists.

This *Tjukurba Gallery – Birriliburu Artists Business Plan 2019 to 2021* has been preceded by two other business plans: A business plan for the 2012 to 2015 triennium and a business plan for the 2016 to 2018 triennium.

Tjukurba Gallery is an activity of the Shire of Wiluna. The Shire employs the 'Art Gallery Manager', provides facilities ranging from studio and gallery space through to staff housing and gives key operational support such as financial management.

Tjukurba Gallery is not a membership-based agency; all interested Aboriginal artists are welcome to access services and participate in activities.

There are no plans for Tjukurba Gallery to become independent of the Shire, so current governance and organisational arrangements are likely to continue for the longer term. However, since around 2008, during detailed community consultations artists identified the need for a more relevant and culturally appropriate brand – Birriliburu Artists.

The Birriliburu Artists identity is used in tandem with Tjukurba Gallery; the latter is generally used to refer to the building and the gallery space, while Birriliburu is generally used in reference to the artists, however both brands are also used somewhat interchangeably.

3.2 Internal situation

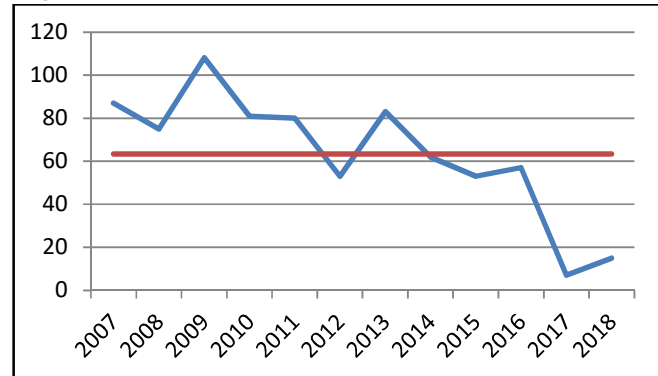
3.2.1 Artists

The Tjukurba Gallery has continued to see a decline in the number of artists working at the centre, as shown in Figure 1.

By 2015-2016, the number of artists had halved from the peak artists' participation in 2009/10 and it was already lower in that year than the long-term average (which is depicted by the red line).

The marked collapse in participation in the 2017-2018 period was due to the centre's closure for refurbishment. The centre now having re-opened in 2018, the graph shows some recovery in participation.

Figure 1



The refurbishment project (supported financially by IVAIS as well as the WA Country Local Government Fund) has resulted in the Tjukurba Gallery now operating out of a venue that combines professional and contemporary exhibition spaces with the beautiful historical features of the original, heritage-listed building. Furthermore, the colocation with the new Canning-Gunbarrel Discovery Centre will result in some synergistic gains and it is anticipated that it will attract more visitors (which should convert into more art sales).

The previous business plan anticipated that the centre would relocate to the old TAFE premises during the refurbishment, but those premises were taken on by the Wiluna Remote Area School which has put the premises to very good use and the school is to be congratulated on the achievements of its Training Centre that now uses those premises.

The previous business plan also anticipated that some continuity of art centre operations would be provided by involvement of the Birriliburu Artists in two public art projects as part of the refurbishment project:

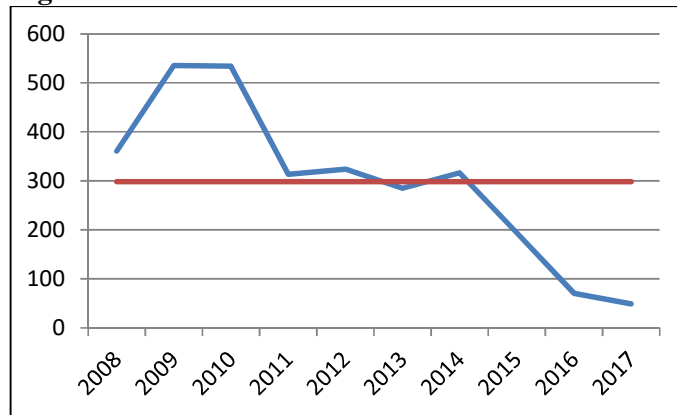
-) Creating a design for a large floor mosaic, which would form the entrance for the new facility; and
-) Designing eight large metal interpretative panels which would be placed along the outside of the new building.

The Shire's current management team does not know why those projects were not pursued.

The lack of continuity in operation of the centre has come at a cost in terms of participation and it will take some time and effort to build up the participation rate again. The goal of increased participation (while maintaining accountability around the use of materials and the sale of works) needs to be actively pursued and closely monitored by the Shire's management throughout 2019 and beyond.

3.2.2 Artworks

Figure 2



Tjukurba Gallery has continued to see a decline in the volume and value of artworks produced and sold at the art centre, as shown in Figure 2.

The large decline in 2016 and 2017 is explained mainly by the closure of the centre for refurbishment and the consequential fall in artist participation.

If increased participation can be achieved, then the volume and

value of artworks produced should also increase at an outcome of increased participation.

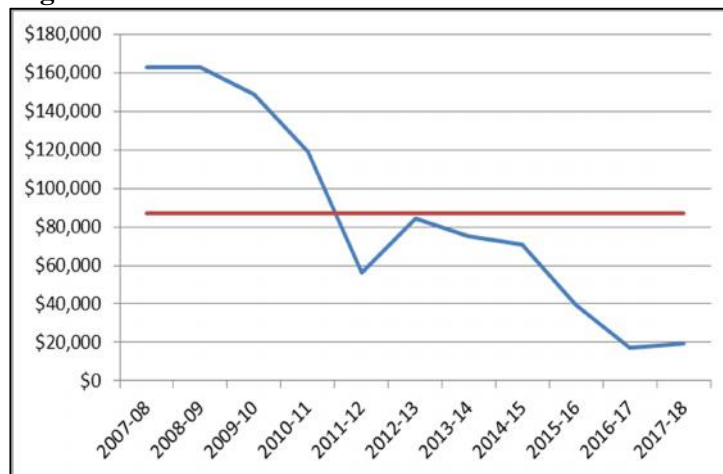
Increased sales will follow from increased visitation, more active marketing (including web marketing) and increasing participation in exhibitions.

Naturally enough, the decline in the number of artworks produced and sold has also been reflected in the value of total artwork sales as depicted in Figure 3.

The total value of sales has fallen well below the long-term average of approximately \$87,000 depicted by the red line.

Now that the gallery has reopened, it is expected that the value of sales will be able to be increased to above the long-term average, provided that the participation of artists and the production of artworks can also be increased back to at least the long-term average. This particular metric, if considered in association with the participation rates and artwork production, will be a good indicator of the success of our marketing efforts.

Figure 3



We also need to be tracking the relationship between the artworks produced and the artworks sold, and the clearance rate. Currently, we do not appear to have sufficient reliable data to do this, which has identified a need to improve our data collection/analysis/monitoring and reporting.

Figure 4

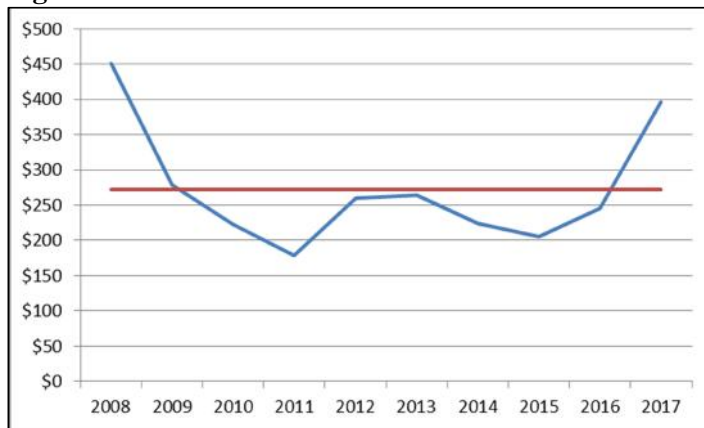


Figure 4 shows the average price for artworks sold (the only good news in the review period).

Average prices have recovered from an all-time low of about \$179 in 2011-2012 and for the year-ended June 2018 sit at about \$396, well above the long-term average price of \$272 (represented by the red line).

It is not clear why prices seem to have rebounded in the most recent triennium, and whether it is due to local factors or whether the increasing average price is a reflection of increasing prices for Aboriginal art nationally. A search of online sources suggests that prices for Aboriginal art have been recovering nationally since about 2015.

In any case, such national art market factors are beyond our control.

The recovery in average prices may also have been affected by local factors, such as:

-) A rise in quality
-) A scarcity due to low production leading to a supply/demand imbalance.

The *Tjukurba Gallery Business Plan 2016-2018* warned¹ against contributing to what was then considered an oversupply problem for fear of further devaluing the artworks.

That is certainly a situation that needs to be monitored, but we believe that the primary foci (at least for 2019) need to be increasing artist participation and productivity, and increasing sales through more strenuous and consistent marketing activities.

3.2.3 Marketing

The marketing activity of Tjukurba Gallery has been fairly minimal. It can reasonably be argued that this was appropriate for the time that the centre was closed, but now that the centre has been reopened it will be appropriate to make a significant push into better marketing of the *Tjukurba Art Gallery* and the *Birriliburu Artists*.

Coincidentally, the Shire needs to make a significant marketing effort in relation to its new *Canning-Gunbarrel Discovery Centre* for the 2019 tourist season; the colocation of both the *Canning-Gunbarrel Discovery Centre* and the *Tjukurba Art Gallery* are likely to result in synergistic gains for both.

However, it will certainly also be worthwhile to look at more promotion of the Tjukurba Art Gallery through:

-) Regional Arts Trails
-) Possible upgrade of the website for a greater online presence
-) Participation in more exhibitions.

The Shire can also take a limited role in marketing through purchasing and gifting artworks to visiting dignitaries, for example. However, this should be done “at arm’s length” from the Shire’s Tjukurba Art Gallery management function; the Tjukurba Art Gallery is in the business of producing and selling artworks and should not be standing on both sides of the market.

¹ At p.6.

3.2.4 Human Resources

The Shire has committed to employing one full-time art gallery worker (previously known as Art Gallery Manager) as a local government position within the Shire of Wiluna. Tjukurba Gallery has also secured additional funding for an Aboriginal arts worker position.

One of the difficulties that the centre has faced since late 2017 has been considerable instability in the staffing. At the time of writing this business plan there are no permanent employees engaged in respect of the centre, and the Shire is in recruitment mode trying to replace the various staff who exited toward the end of 2018.

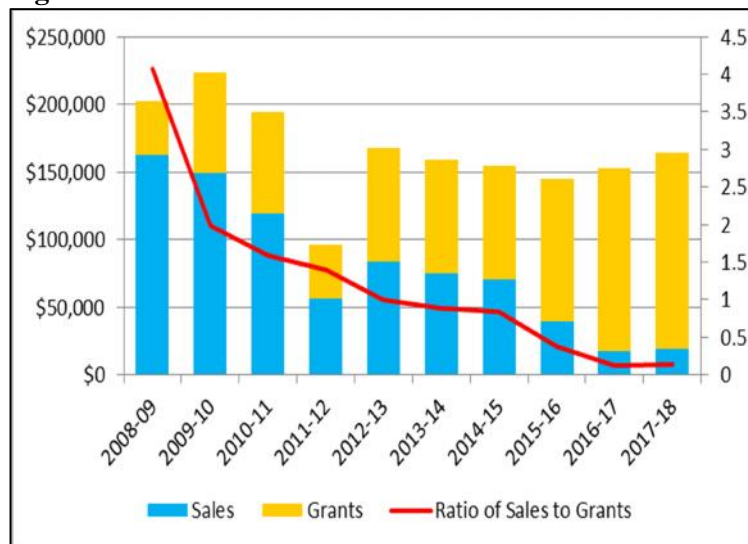
It is imperative the positions be filled early in 2019; however, it is even more important that the new recruits are the right people for the job(s). Hastily appointing the wrong people will be counter-productive.

3.2.5 Funding

Core funding is received from the Ministry for the Arts, under the Indigenous Visual Art Industry Support (IVAIS) program. The Shire also receives CDP Host funding to host the local CDP Arts program. In addition, occasional project funding can sometimes be secured for specific arts activities.

The current IVAIS funding agreement runs until the 2020-2021 financial year (with the last funding instalment due in December 2020). That leaves us only about a year to improve all our performance indicators and demonstrate that Tjukurba Art Gallery is a sustainable venture worthy of continued funding (upon which we rely).

Figure 5



Tjukurba Gallery has become increasingly dependent on grant funding.

Figure 5 shows the overall decline in sales being counterbalanced to some extent by counter-balanced to a very large extent by increased grant funding.

The ratio of sales income to grant income has fallen from around four (sales being four times higher than grants) in 2008-09 to about 0.13 (sales are significantly less than grants) by 2017-2018.

This significantly reduces the management options and limits flexibility, with grant funding being tied to specific activities. It also exposes Tjukurba Art Gallery to a potential loss of funding and financial obliteration should the federal government decide to re-examine its funding policies in respect of the indigenous visual arts industry.

Although it is not suggested that the Australian Government would completely withdraw financial support for the indigenous visual arts industry (as it has done for the motor industry), it is likely that in a review the art centres that retained funding would be those that could demonstrate the “biggest bang for the buck”; we therefore consider it important to increase sale revenue to improve the metrics represented in Figure 5.

3.2.6 Art Centre Facilities

As an activity of the Shire of Wiluna, Tjukurba Gallery is housed within Shire facilities.

A modern spacious facility was officially opened in September 2018, and provides an excellent gallery spaces as well as production spaces.

Its colocation with the Canning-Gunbarrel Discovery Centre is expected to be advantageous both in the level of support that the Shire will be able to provide and in increased visitation and sales.

3.2.7 Peak Body Membership

Tjukurba Gallery is a founding member of the Western Australian Aboriginal Art Centre Hub (AACHWA), the peak body for a group of WA art centres. Tjukurba Gallery is also an associate member of Desart, the peak body for central Australian art centres (which is located in Alice Springs).

3.3 External Situation

3.3.1 Local Context

Like many art centres, Tjukurba Gallery bridges a wide range of expectations and provides a broad set of services to its local community.

This includes activities that are crucial in building relationships and contributing to the art centre's social licence to operate such as art activities with Wiluna Remote Community School, a public art project with the early childhood centre and artworks to promote the Shire in local government forums.

The challenge for management is to balance these activities with those that more directly align with the art centre's core business. These activities include marketing and promotion and liaison with tour companies to open the gallery for tour groups. This reflects Tjukurba Gallery's dependence on local markets, often tourism-based. We believe this market to be seasonal, although sales data has not been analysed for seasonality (nor have we collected data on the geographic spread of customers). These are two data enhancements that we plan to implement in 2019.

The opening of the new gallery, collocated as it is with the Canning-Gunbarrel Discovery Centre, is considered to be advantageous as it is expected to attract more visitors and result in more sales.

3.3.2 Regional Context

The considerable change and growth in Aboriginal art in Western Australia has seen a network of art centres develop throughout the region. This network also reflects the social, cultural and familial links between people in the different towns and communities and the mobility of desert people (e.g., Martu people have an art centre in Newman, while Ngaanyatjarra people have art centres in communities such as Papulankutja and Warakurna).

This network is both advantageous to Tjukurba Gallery (being part of a professional network) and a challenge (increased competition).

However, Tjukurba Gallery is still well placed to take advantage of the tourist and adventure travel market as well as capitalise on the relative organisational stability provided by the Shire.

3.3.3 National Context

We are not sure whether the supply and demand conditions nationally for Aboriginal Art are improving or not. It appears that prices have been rising which would indicate some improvement, but business conditions remain difficult for art centres nationally due to their proliferation.

Government policies and funding programs are always subject to change at the government's will (particularly when there is a change of government). Tjukurba Gallery has been fortunate to obtain a five-year funding agreement, which has kept the centre afloat during a period of latency due to the building refurbishment and some instability in Shire management.

It will be important to make the most of the remaining two years' funding provided by the current agreement.

3.3.4 Market Summary

Table 1

	Local	Regional	National	International
Markets and audiences	Primary market, but seasonal. Solid income in winter from tourists. Regular income from resource workers and visitors year-round.	Limited market – attracting some visitors and tourists in season.	No presence. Future opportunities but also highly competitive and selective.	Very small, specialised market, primarily interested in 'high-end' artists.
Competitors	Changes to the local job services arrangements. This is likely to see job services applicants hosted through Tjukurba Gallery – increasing production and participation.	Moderate but sustained competition from art centres in surrounding communities and towns.	Other art centres, independent artists, commercial galleries, auction houses.	N/A

3.4 Current markets/stakeholders

- J The Shire of Wiluna provides the venue (premises), administrative and accounting and management support. It also provides organisational stability (even in time of high staff turnover, the Shire provides a measure of organisational stability). The Shire is also accountable and responsible for the resources – personnel, financial and the art materials (ie, canvasses, brushes, paints, etc).
- J The artists provide the vision and creativity, and produce the artworks. Ultimately the artists are the inspiration and the *raison d’etre* of Tjukurka Art Gallery.
- J Department of Communications and the Arts is the major funder of the Tjukurka Art Gallery through the IVAIS program. Without that funding, Tjukurka Art Gallery could not survive in its present form.
- J Tourists are an important group of customers, as indicated by the seasonality of sales. This seasonality needs to be better quantified, and we could benefit by a better understanding of where the tourists come from. This would facilitate better targeting of our limited marketing resources.
- J Local mining companies are supportive in a variety of ways, from supporting exhibitions to putting on events in the gallery. Their employees are often also customers, and as a group are less seasonal in their purchases than the tourists.
- J Dealers and collectors are sometime customers. We expect they purchase in the higher range of price points (but we need to improve our data on this).
- J MEEDAC is the local CDP provider – its funding for a CDP arts program assists artists to keep body and soul together in the lean times.

4. Goals and Key Performance Indicators

4.1 Goals

Organisational Goals	Provide high quality, professional art services Maximise returns to artists
Artistic Goals	Showcase Martu culture, stories and identity Promote Wiluna art and artists to local and national audiences
Management Goals	Improve data collection, analysis and reporting Increase artist participation rates, raise production of quality artworks, recruit high calibre staff, increase sales, speed up payments to artists.

4.2 Key Performance Indicators

Goal	Key Performance Indicator	Current Situation	2019 Activities	2020 Activities	2021 Activities
Provide high quality, professional art services	Increase the number of artists participating; Increase the number of artworks produced; Recruit new staff (including Aboriginal artworker)	Production, sales and participation reached an all-time low in the current triennium, although all are now recovering.	Recruit new staff of appropriate calibre; Investigate/implement workshops; Continue CDP Arts program in partnership with MEEDAC (negotiate new agreement for 2019-20)	Continue expanding workshops/development opportunities; Continue staff professional developments; workshops; Continue CDP Arts program in partnership with MEEDAC MEEDAC (negotiate new agreement for 2020-21)	Steady program of arts workshops; Continue CDP Arts program in partnership with MEEDAC MEEDAC (negotiate new agreement for 2021-22)
Maximise returns to artists	Clearance rate on artwork sales; New income streams through product diversification.	Production, artist numbers and sales reached an all-time low in the current triennium, although all are now recovering.	Increase sales through better promotion; Review web presence; Participate in more exhibitions/events; Licencing of artwork designs onto small line of products.	Further fine tuning of marketing based on improved information; continued participation in exhibitions/events; continued product diversification.	Review commission rate based on changed revenue and expenses; devise new marketing strategies based on monitored results; continued product diversification and participation in exhibitions/events

Goal	Key Performance Indicator	Current Situation	2019 Activities	2020 Activities	2021 Activities
Showcase Martu culture, stories and identity	Create book about local stories, in particular those specific to the Birriliburu		Consider name change; Revealed, Perth; Desert Mob, Alice Springs; The Karijini Experience, including art market and workshops; Language Conference, Kalgoorlie; Photo book about Martu stories and culture	Revealed, Perth; Desert Mob, Alice Springs; The Karijini Experience; Language Conference, Kalgoorlie.	Revealed, Perth; Desert Mob, Alice Springs; The Karijini Experience; Language Conference, Kalgoorlie.
Promote Wiluna art and artists to local and national audience	New website designed and launched; New logo considered (and designed and launched if thought appropriate); Participation in at least two local and two national marketing activities	Very limited marketing activities; Website is out-of-date and needs additional features.	Review web presence and upgrade website as necessary; Broaden web presence through links with other websites as appropriate; Establish baseline data to measure effectiveness of marketing activities; increase in marketing collateral	Review, report and analyse marketing effectiveness on a continuing basis; Seek additional marketing opportunities as guided by experience and analysis; Increase marketing in line with increase in artwork production (guided by clearance rates).	Review, report and analyse marketing effectiveness on a continuing basis; Seek additional marketing opportunities as guided by experience and analysis; Increase marketing in line with increase in artwork production (guided by clearance rates)

Goal	Key Performance Indicator	Current Situation	2019 Activities	2020 Activities	2021 Activities
Improve data collection, analysis and reporting	Better data collection, with monthly analysis and reporting to the Council.	Data is incomplete, infrequently analysed, and never reported to Shire management or the Council	Review data collection; increase the data collected (eg. Postcodes for sales so we can analyse the geographic spread); Implement monthly analysis and reporting	Continue to refine data collection and analysis; Continue to report monthly to the Council.	Continue to refine data collection and analysis; Continue to report monthly to the Council.
Increase artist participation rates, raise production of quality artworks	Increased artist participation rates; Increased production of quality artworks	Production, sales and participation reached an all-time low in the current triennium, although all are now recovering.	Increase activities and events to attract artists to return to the centre; Monitor progress toward long-term averages	Increase activities and events aimed and raising productivity; Long-term averages should be achieved by this period	Increase activities and events aimed and raising sales and prices; Long-term averages to be surpassed, and heading towards the all-time highs
Recruit high calibre staff	Quality staff employed who not only have the knowledge but also the energy and passion to facilitate achievement of the goals.	There are currently no dedicated staff employed, basic services being provided by Shire administration staff.	Recruit dedicated staff of the required calibre to help Tjukurba Gallery to become outrageously successful.	Train and retain staff through ongoing professional development and job satisfaction.	Train and retain staff through ongoing professional development and job satisfaction.
Increase sales	Increased sales with closely monitored (and satisfactory) clearance rates.	Sales reached an all-time low in the current triennium, although they appear to be recovering now.	Monitor sales on a monthly basis; Arrange marketing activities to increase demand; Monitor progress toward long-term averages	Monitor sales on a monthly basis; Arrange marketing activities to increase demand; Long-term averages should be achieved by now	Monitor sales on a monthly basis; Arrange marketing activities to increase demand; Long-term average should be increasing.

Goal	Key Performance Indicator	Current Situation	2019 Activities	2020 Activities	2021 Activities
Speed up payments to artists	All artists paid into their bank accounts within two weeks of sale (or less)	The way the Shire's accounts deal with revenue from art sales is sub-optimal and inefficient; Payments to artists have been somewhat sporadic.	New accounting procedures to be implemented from beginning of January 2019; Payments to artists will be part of the weekly creditors cycle.	Payments to artists will be part of the weekly creditors cycle. Most payments will be made within 4-10 days of the sale, with all payments being made within two weeks.	Payments to artists will be part of the weekly creditors cycle. Most payments will be made within 4-10 days of the sale, with all payments being made within two weeks.

5. Strategies

Strategy	Key Activities	Priority	Measures and Milestones	Responsibility
Recruit new staff	Recruit, train and retain high calibre staff including a manager and arts worker.	1	High quality staff appointed	Shire CEO, supported by Deputy CEO
Increase the number of artists participating	Attract new artists (and former participants to return now that the centre has re-opened)	2	Upward trend in participating artists: 1. Toward long-term average (year 1) 2. Long-term average achieved (year 2) 3. Toward all-time highs (year 3)	Deputy CEO, supported by centre Manager (when appointed)
Increase number of arts skills workshops provided	Establish annual program of workshops by skilled facilitators	2	At least two workshops per year	Deputy CEO, supported by centre Manager (when appointed)

Strategy	Key Activities	Priority	Measures and Milestones	Responsibility
Improve accounting, and speed up payments to artists	Implement new accounting procedures and speed up payments to artists	1	New account procedures implemented in January 2019; payments made to artists bank accounts on weekly cycle	Manager of Finance
Improve data collection, analysis and reporting	Implement new data collection procedures, regular analysis and monthly reporting	1	Monthly reports submitted to the Council	Deputy CEO, supported by centre Manager (when appointed)
Increasing Sales	<ul style="list-style-type: none"> ⌋ Increasing production and quality of artworks ⌋ Increasing marketing activities to support demand 	2	<ul style="list-style-type: none"> ⌋ 300 artworks to be produced in 2019 ⌋ Prices to be maintained above long-term average ⌋ Good clearance rate 	Artists, Deputy CEO supported by centre Manager (when appointed)
Income diversification	Licencing arrangements made, new products stocked	3	Number of licensing arrangements made and new products stocked/sold	Manager (when appointed), Artists, licensor(s)
Cultural activities	Public cultural information. Create book about local stories.	3	Cultural events held/attended; Book published	Artists, Manager (when appointed)
Marketing	Consider logo and design new if considered appropriate; Upgrade website; Review web presence; New marketing collateral produced	3	<ul style="list-style-type: none"> ⌋ Website upgraded ⌋ New collateral produced 	Manager (when appointed)
Participation in industry events	Attendance at key art fairs (Perth, Alice Springs, Darwin)	3	Events attended	Manager (when appointed), Artists

6. Program and Marketing

6.1 Introduction

The nucleus of Tjukurba Gallery's operations and success is the creativity of artists and the range of work they produce. The majority of all works produced and sold by the art centre are paintings on canvas, though jewellery, printmaking and, to a lesser extent, weaving are subsets of artistic practice in Wiluna.

6.2 Program

2019 will be a period of consolidation following the re-opening of the gallery in new premises. Priority will be given to attracting former participants back to the centre, and attracting new artists.

A program of events (including professionally conducted skills development workshops) will not only assist in developing artists skills but will encourage participation.

At the time of writing this business plan, the workshop opportunities (and the external professional artists to facilitate them) have not yet been identified. The previous business plan foreshadowed ceramics workshops being held in the former TAFE complex (which is reputed to have a ceramics kiln).

That workshop did not take place; possibly because the former TAFE premises were not available. Further enquires will be made to see if we could get access to the kiln (if it exists) with a view to scheduling ceramics workshops.

However, the starting point before scheduling a program of workshops will be a discussion with the artists to ascertain what types of workshops they will find most interesting and engaging.

6.3 Marketing Plan

Tjukurba Gallery's marketing priorities over the next three years have two distinct targets – internal (Wiluna region) audiences, and external (everywhere else) audiences.

6.3.1 Internal Audiences

Tourism is at the centre of Tjukurba Gallery's regional marketing strategy. The Canning Stock Route and Gunbarrel Highway attract increasing numbers of adventure and niche travellers, tour groups and companies. The new Canning Gunbarrel Discovery Centre (with which the new Gallery is collocated) is expected to boost the number of visitors and the amount of time they spend in Wiluna; this presents important opportunities for Tjukurba Gallery to capitalise and use its new facilities (gallery and retail area as well as production and administration) to boost production, sales and profile. The new facilities will also be marketed to local residents, as there will be public-access facilities (computers, Wi-Fi etc.).

The other key regional market for Tjukurba Gallery is the resources sector. While there has been a significant slowdown in recent years (which has seen the long-established collaboration with Mt Keith-BHP Nickel West cease), there remain a number of new and established mining companies, including new gold mining operations. These companies have community engagement requirements and regularly engage with the art centre.

In addition, during 2018 the Shire has increased its engagement with both residents and visitors, including communication and tourism; this is expected to further support the work of Tjukurba Gallery.

6.3.2 External Audiences

Tjukurba Gallery is primarily focussed on local markets; the scale of tourism and the opportunities presented by the numerous mining interests is broadly in line with the scale and quality of production. While some out-of-region and industry events remain important to Tjukurba (primarily the Revealed Emerging Artists Showcase in Perth and Desert Mob in Alice Springs), engaging with the wider national art market and urban or east coast galleries is not anticipated in the immediate future.

Nevertheless, it is intended to:

-) Review the Gallery's web presence, and probably upgrade its website (which is its window to the wider world: and
-) At least collect better data on our customers from outside the region, with a view to growing opportunities further afield.

6.3.3 SWOT Analysis

Strengths	Weaknesses
Recognised regional identity Stable, though small group of core artists Relatively stable organisation, with strong support from the Shire Strong local market, with access to resource sector clients Accessible for travellers and a feature for tourists Major upgrade to facilities has been completed	Loss of momentum during refurbishment shut-down period Variable quality of work Very small group of artists Falling sales Presentation, marketing and 'brand' poor or in need of upgrade Limited product range Low levels of production Increasing reliance on funding Mining downturn has had significant impact

Opportunities	Threats
Renewal of Tjukurba/Birriliburu brand Re-engagement with artists, both new and previous Employment of Aboriginal staff/arts worker/s Increase quality and production Capitalise on local sales, especially seasonal tourists/travellers Scope possible exhibition program with quality gallery partners. Two new mines look set to open – sales and/or partnership opportunities.	Lack of 'next generation' of artists Cultural displacement De-motivation and disengagement of community Breakdown in community social and wellbeing Partial or non-continuous funding Inefficient partner agencies, or unproductive relationships within the community Caution from buyers and contraction in all market areas Quality does not improve

6.3.4 Current Markets

As set out elsewhere in this document, Tjukurba Gallery has seen significant falls in participation, production and sales; this has limited the ability of Tjukurba Gallery to fulfil the potential of existing markets or expand into new ones. Central to addressing these limitations is to consistently produce quality works of art; this is the highest priority for the art centre over the short and mid-term

The current markets for Tjukurba Gallery are currently limited; see the 'External Factors' section above for more details on the conditions for local, regional and national markets. 2019 is a key year for rebuilding artistic practice, confidence and variety – with this, management will be able to grow the markets by:

-) Implementing an active skills development program
-) Growing the quality of artworks
-) Building sales
-) Collecting better data and implementing more focussed marketing
-) Participating in key events, such as Revealed and Desert Mob

6.3.5 Marketing Strategies

Strategies	KPI	Current situation	2019	2020	2021
Goal: Raise the profile of Wiluna artists in order to increase sales					
Improve brand awareness	Review logo and basic branding Overhaul and Enhance website Improve signage	Current website is outdated and inappropriate Dated signage and visitor access awkward	On-line gallery developed Liaise with new Shire staff (when recruited) Engage more with CEO and Deputy CEO	Refresh website content Review marketing strategies	Refresh website content Review marketing strategies
Improve quality and diversity of works	Number of works Number of sales and exhibitions Number of artists Better documentation Consistent pricing	Unprofessional materials Falling production, few artists Poor, haphazard documentation and pricing	Increased production New artists Growing sales High quality documentation Clear pricing policies	Increased production New artists Growing sales High quality documentation Clear pricing policies	Increased production New artists Growing sales High quality documentation Clear pricing policies

7. Financial Plan

7.1 Current Situation

The financial statements for the last three financial years reveal the following summary results for the art centre:

	2015-16	2016-17	2017-18
Total Income	\$154,269	\$164,881	\$179,027
Total Expenditure	\$265,315	\$180,297	\$257,710
Net Profit / Loss	-\$111,046	-\$15,416	-\$78,683

It is reasonable to say that the loss was so low in 2016-17 because the centre was not operating most of the time.

7.2 Financial Goals and Strategies

Tjukurba Gallery is facing a number of financial challenges. Not only have participation, production and sales fallen away markedly, but funding has become increasingly competitive and, aside from limited project funding, is likely to become more so.

Tjukurba Gallery is also heavily subsidised by the Shire of Wiluna. The previous Business Plan stated that the average annual subsidy was \$85,000 to \$90,000 per year (back in 2015 when the previous business plan was prepared). However, the 3-year financial forecast in this business plan shows that the Shire's subsidy in 2019 and 2020 is more likely to be in the order of \$160,000 to \$170,000 and will rise to \$310,000 in 2021 if the IVAIS funding is not renewed.

The Shire acknowledges this subsidy, but has affirmed its ongoing commitment to Tjukurba and that such support is in line with its community service obligations. One option to help minimise this dependence on the Shire is to change the current artist-art centre commission arrangement; this stands at 28%, which is very low by industry standards around 40%. If such a change were introduced this would increase the art centre share of sales by over 40%.

However, such a change could only follow sustained consultations with, and education of, artists and they would like want to see additional benefits (e.g., increase in overall sales) before agreeing to a change in commission. Such a change in the commission rate has the potential to alienate artists unless the Shire can show that the additional commission has been an effective investment in increasing artists' incomes.

In addition to these issues, Tjukurba Gallery finds itself in a rebuilding phase, where investment (in artists, in marketing, in better systems) is urgently required, but the returns on that investment (growing sales primarily) will take time to realise.

7.3 Vision for the Triennium 2019 to 2021

The clear vision for the 2019-2021 triennium is to:

-) Re-engage the artists and increase the participation
-) Increase the production of artworks
-) Improve management systems, data collection and reporting
-) Increase and improve marketing activities to increase demand
-) Increase sales
-) Increase artists incomes

7.4 Financial Forecast

	2019	2020	2021
INCOME			
IVAIS	\$145,000	\$145,000	
Art Sales	\$60,000	\$88,000	\$116,000
Art Materials	\$5,000	\$5,000	\$5,000
TOTAL INCOME	\$210,000	\$238,000	\$121,000
EXPENDITURE			
Administration	\$50,288	\$51,788	\$53,288
Housing Allocation	\$20,500	\$22,000	\$23,500
Salaries	\$145,750	\$148,500	\$151,250
Insurance	\$2,500	\$2,700	\$2,900
Materials	\$7,500	\$8,800	\$10,100
Consultants	\$9,000	\$9,500	\$10,000
Travel (Exhibitions and Workshops)	\$9,900	\$10,600	\$11,300
Professional Development	\$4,500	\$5,000	\$5,500
Payments to Artists	\$41,520	\$60,896	\$80,272
Skills development workshops	\$5,000	\$6,000	\$7,000
Marketing and Promotion	\$11,000	\$12,000	\$13,000
Website Upgrade	\$10,000	\$0	\$0
Gallery Operations	\$30,000	\$31,500	\$33,075
Gallery Maintenance	\$23,845	\$24,345	\$24,845
Subscriptions (Peak bodies)	\$4,000	\$4,200	\$4,400
Conferences/Meetings	\$1,000	\$1,250	\$1,500
TOTAL EXPENDITURE	\$376,303	\$399,079	\$431,930
Surplus/(Deficit)	-\$166,303	-\$161,079	-\$310,930

8. Management

8.1 Organisational Staff Structure

The organisational staff structure is currently under review.

8.2 Board and Governance

Tjukurba Gallery is an activity of the Shire of Wiluna. It does not have a separate board – the Council of the Shire of Wiluna should function as the board.

As such, it behoves the Shire Management to report regularly to the Council on art centre matters, and it behoves the Council to insist upon regularly receiving such reports and satisfying itself the this business plan is being satisfactorily implemented.

The Council of the Shire of Wiluna is as follows:

Name	Responsibilities and experience		Term ends
Cr Jim Quadrio	Shire President		October 2021
Cr Stacey Pettersen	Deputy President (and artist)		October 2019
Cr Norma Ward	Councillor		October 2019
Cr Caroline Thomas	Councillor		October 2019
Cr Graham Harris	Councillor		October 2019
Cr Lena Long	Councillor (and artist)		October 2021
Cr Peter Grundy	Councillor		October 2021

8.3 Risk Management

Risk management is the responsibility of the Shire. The Shire arranges insurance for the insurable risks, manages occupational health and safety, and is responsible for identifying and mitigating the other risks.

The significant risks are as follows:

-) Staff of the wrong calibre are employed, without the knowledge, energy, passion or commitment to implementing this business plan. The Shire will mitigate this risk by using rigorous recruitment and selection processes to make sure that only staff of the required calibre are employed.
-) The business plan sits on the shelf and doesn't get implemented. The Shire will mitigate this risk by producing regular reports on the performance of the art centre, and on the implementation of this business plan. The Council of the Shire of Wiluna will hold the management to account by insisting upon receiving such reports and by giving them due consideration.
-) Artist participation (and therefore production and sales) continue to fall. The Shire will mitigate this risk by delivering workshops and events so that participation becomes increasingly attractive. The Shire will also improve its own processes so that artists are more promptly paid.
-) Tjukurba Art Gallery loses its IVAIS funding at the end of the current funding agreement. The Shire will mitigate this risk by:
 - o Improving the performance of the centre so that it is at less risk of losing funding; and
 - o Improving the financial performance of the centre to reduce the quantum of subsidies required.

9.3.1. Risk Management Policy

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

Purpose

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

Background

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

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

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

Comment

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

The draft policy states a *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within the standard. A draft Strategy has been developed by Moore Stephens in consultation with the Shire, aligned with the draft risk management policy, and considers the context of the Shire. The draft Strategy is being presented to the Audit and Risk Committee at its December 2018 meeting. By providing the necessary guidance and direction to be followed by the Shire in its risk management activities, the draft Strategy will support

the attached draft risk management policy and provide the level of detail required relating to how the Shire will progress with risk management activities.

Consultation

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

Statutory Environment

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

Risk Assessment

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

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

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

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

Strategic references within the **Shire of Wiluna Strategic Community Plan 2018-2028** demonstrates connections between services and the desired outcomes and community vision for the **Shire of Wiluna**, particularly in relation to Governance services in this instance such as **5.1.3 Provide strategic leadership and governance, 5.2.1 Build a culture of continual improvement across the organisation.**

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision

Item 9.3.1.

MOVED CR GRUNDY

SECONDED CR PETTERSON

That Council adopt the amended Risk Management Policy as below.

CARRIED 7/0

Resolution 144/18

Shire of Wiluna Policy Manual

POLICY:	RISK MANAGEMENT POLICY
POLICY NO:	2.33
SECTION:	ADMINISTRATION/FINANCE
COUNCIL MEETING HELD & ADOPTED:	19/12/2018 RES. XXX/XX
DATE TO BE REVIEWED:	2020

OBJECTIVE

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Wiluna, facilitating value creation and protection.

POLICY STATEMENT

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A Risk Management Strategy is to be maintained and implemented utilising the Principles, Framework and Process as defined within *AS/NZS ISO 31000:2018 Risk management - Guidelines*.

RISK TOLERANCE AND APPETITE:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

RISK MANAGEMENT COMMITMENT:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *AS/NZS ISO 31000:2018*, through the '*Risk Management Strategy*'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;

Shire of Wiluna Policy Manual

- Promoting and conveying the value of risk management across the Shire;
- Encouraging methodical monitoring of risks;
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

This policy is to remain in force until otherwise determined by Council.

Shire of Wiluna Policy Manual

Description	Performance	Financial	Environment	Reputation	Service Delivery / Business Disruption	Legislative / Regulatory / Policy / OSH
CATASTROPHIC	Unable to achieve key objectives. External resources required. Ongoing loss of critical infrastructure.	>15% of asset value. Adverse >15% deviation from budget. Audit unable to be completed.	Catastrophic long term environmental harm.	Significant damage to public confidence leading to sustained compromise in the achievement of strategic objectives.	Major, including several important areas of service and/or a protracted period. Ongoing loss of business systems.	Criminal instances of regulatory non-compliance. Extreme breaches of Code of Conduct. Personal details compromised / revealed – all. Death.
MAJOR	Major impact on ability to achieve key objectives. Impact cannot be managed with current allocated resources. Long-term loss of critical infrastructure.	5%-15% of asset value. Adverse 5%→15% deviation from budget. Audit qualification on the report and accounts.	Significant long-term environmental harm.	Local publicity of a major and persistent nature, affecting the perception/ standing within the community.	Complete loss of an important service area for a short period. Major disruption to business processes.	Major revenue or cost implications. Individuals at risk of harm. Significant breaches of Code of Conduct. Personal details compromised / revealed – many. Multiple serious injuries.
MODERATE	Moderate impact on ability to achieve key objectives. Significant adjustment to resource allocation. Loss of support infrastructure.	2%-5% of asset value. Adverse 2%→5% deviation from budget. Management letter contains significant issues.	Significant short-term environmental harm.	Damage to reputation to a specific audience, may not have significant long-term or community effects.	Major effect to an important service area for a short period, brief impact on multiple areas. Moderate disruption to business processes.	Minor revenue or cost implications. Breach of Code of Conduct. Personal details compromised / revealed – some. Serious injury and/or illness.
MINOR	Minor impact on ability to achieve key objectives. Additional internal management efforts required. Interruption to support infrastructure.	< 2 of asset value. Adverse impact on revenues and costs <2% deviation from budget. Management letter contains minor issues.	Minor transient environmental harm.	Minor damage to reputation to a small audience, complaint from a large group of people.	Brief disruption of important service area. Noticeable effect to non-crucial service area. Minor disruption to business processes.	Minor breaches of Code of Conduct. Personal details compromised / revealed – isolated. First aid or minor lost time injury.
INSIGNIFICANT	Negligible impact on ability to achieve key objectives. Impact can be managed through routine activities. Negligible interruption to support infrastructure.	Insignificant loss. Insignificant adverse impact on annual revenue or costs. Matters discussed with management not reported.	Negligible transient environmental harm.	Minor unsubstantiated publicity or damage to reputation to a small audience, complaint from individual/small group.	Negligible impact on the effectiveness of the organisation's processes. Negligible disruption to business processes.	Little or no impact to Code of Conduct. Personal details compromised / revealed - an individual's. Incident with or without minor injury.

Shire of Wiluna Policy Manual

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	4	Medium	Medium	High	High	Extreme/Exceptional
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Very low	Low	Low	Medium	Medium

Table 4: Likelihood Rating

Likelihood	Definition	Frequency of Noted Occurrences	Score
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year	5
Likely	Occurrence is noticeable or is likely to occur. An opportunity that has been explored and may be achievable.	At least once per year	4
Possible	Occurs occasionally or may occur. Possible opportunity identified.	At least once in 5 years	3
Unlikely	Occurs infrequently or is not likely to occur. Opportunity that is fairly unlikely to happen.	At least once in 10 years	2
Rare	Only occurs in exceptional circumstances. Opportunity that is very unlikely to happen.	Less than once in 20 years	1

Table 5: Risk Response

Risk	Action Required
Extreme/Exceptional	Immediate corrective action
High	Prioritised action required
Medium	Planned action required
Low	Planned action required
Very low	Manage by routine procedures

Shire of Wiluna



Policy Manual

(as at 10 December 2018)

CONTENTS

GOVERNANCE

- 1.1 The Policy manual
- 1.2 [Revoked/deleted: Meetings – Timing and Order of Business]
- 1.3 Public Question Time
- 1.4 Gratuity Payments
- 1.5 Public relations – Greetings
- 1.6 Citizenship Ceremonies
- 1.7 Use of Shire Logo
- 1.8 [Revoked/deleted: -Use of Disclaimers – Professional Indemnity]
- 1.9 Media Statements
- 1.10 Donations
- 1.11 [Revoked/deleted:- Nominations to Boards and Committees]
- 1.12 [Revoked/deleted - Councillor Training Expenses]
- 1.13 [Revoked/deleted - Travelling Expenses]
- 1.14 [Revoked/deleted:- Tourism]
- 1.15 Regional Alliance
- 1.16 [Deleted]
- 1.17 Gifts to Retiring Members [New]
- 1.18 [Revoked/deleted - Telephone Allowance- Members]
- 1.19 [Revoked/deleted: Deputations to Council]
- 1.20 Uranium Mining in the Shire of Wiluna
- 1.21 [Revoked/deleted - Determination of Senior Employees]
- 1.22 [Revoked/deleted:- Reports, Contracts and other Documents]
- 1.23 Delegates Reports Councillors/Officers
- 1.24 [Revoked/deleted: Councillor Briefing Sessions]
- 1.25 Elected Members: Representation/Delegation and Professional Development
- 1.26 Elected Member Remuneration

ADMINISTRATION AND FINANCE

- 2.1 Flying of Flags
- 2.2 [Deleted]
- 2.3 [Deleted]
- 2.4 [Deleted]
- 2.5 [Revoked/deleted - Accommodation South Wing]
- 2.6 Purchase of Goods and Services
- 2.7 Regional Price Preference Policy
- 2.8 [Revoked/deleted:- Leave Deferment]
- 2.9 [Revoked/deleted:- Housing – Staff]
- 2.10 Housing Allowances
- 2.11 [Revoked/deleted:- Bush Fire Control]
- 2.12 Staff Superannuation Contributions
- 2.13 [Revoked/deleted: Satellite Phone Usage]
- 2.14 [Revoked/deleted:- Bus Hire Policy & Conditions]
- 2.15 Injury Management Policy
- 2.16 Payment of Accounts
- 2.17 Legal Representation & Indemnity

- 2.18 Out of District Allowance
- 2.19 [Revoked/deleted:- Use of Shire Accommodation]
- 2.20 [Revoked/deleted:- Fees and Charges – User Pays Principle]
- 2.21 Investment Policy
- 2.22 [Revoked/deleted;- Native Title Claim Determination Applications]
- 2.23 [Revoked/deleted:- Tenement Applications]
- 2.24 [Revoked/deleted:- Strategic Rating]
- 2.25 Rating Administration
- 2.26 [Revoked/deleted - Panels of Pre-Qualified Suppliers]
- 2.27 Vehicle Usage
- 2.28 Project Planning & Delivery
- 2.29 Related Party Disclosures
- 2.30 Staff Special Remuneration Allowances
- 2.31 Firearms Policy
- 2.32 Water Consumption

ENGINEERING

- 3.1 Cross Overs
- 3.2 [Revoked/deleted: Fitness for Work]
- 3.3 Use of Chemicals
- 3.4 Road Hierarchy

BUILDINGS AND TOWN PLANNING

- 4.1 [Revoked/deleted:- Municipal Heritage Inventory Policy on Development of Listed Places]
- 4.2 [Deleted]
- 4.3 [Deleted]
- 4.4 [Deleted]

OCCUPATIONAL HEALTH AND SAFETY

- 5.1 5.1/OSH001 Occupational Safety & Health Statement

TJUKURBA ART GALLERY

- 6.1 Commission and quality for artworks

HUMAN RESOURCES

- 7.1 Drug and Alcohol
- 7.2 Discrimination, Harassment and Bullying
- 7.3 Grievances, Investigations and Resolution
- 7.3 Grievances, Investigations and Resolution addendum
- 7.4 Employment with the Shire
- 7.5 Disciplinary Policy
- 7.6 ICT Usage
- 7.7 Social Media
- 7.8 Workplace Surveillance
- 7.9 Corporate Uniform, Dress Code & Hygiene at Work

APPENDICES

The following documents should be read in conjunction and form part of these policies:

5. Code of Conduct
6. Delegation Registers
7. Consolidated Occupational Health and Safety Manual
8. Equal Opportunity and Harassment
9. Tenancy Agreement

Amendment Status/Document Control

Date	Amendment Details	Authorised
25.09.2013	Various	OCM 085/13
23.10.2013	Various	OCM 097-98/13
27.11.2013	Adoption new policy 2.18	OCM 108/13
18.13.2013	Adoption new policy OHS001	OCM 122/13
26.03.2014	Rescinded 1.12 and 1.13	OCM 022/14
26.03.2014	Adopted new 1.25	OCM 022/14
26.03.2014	Adopted new 2.20	OCM 021/14
26.03.2014	Rescinded 2.5 and adopted 2.19	OCM 023/14
26.03.2014	Adopted new 6.1	OCM 028/14
16.04.2014	Adoption new policy 2.21 Financial Investments	OCM 049/14
25.06.2014	Amendment to Policy 1.11	OCM 076/14
31.07.2014	Adoption of Policy 1.26	OCM 094/14
04.11.2014	Rescinded Policy 3.2	OCM 125/14
04.11.2014	Adopted new occupational health and safety policies (Refer Policy Manual Appendix 7)	OCM 125/14
15.12.2014	Reviewed Policy 1.20 – no change	OCM 169/14
25.02.2015	Adopted of new policy 3.3	OCM 033/15
25.03.2015	Amended Policy 2.6	OCM 050/15
25.03.2015	Adopted Policy 3.4 Road Hierarchy	OCM 052/15
25.03.2015	Adoption of Policy 2.22 and 2.23	OCM 054/15
22.04.2015	Adoption of Policy 2.24	OCM 073/15
22.04.2015	Adoption of Policy 2.25	OCM 075/15
22.04.2015	Roads Hierarchy for Policy 3.4 updated	OCM 087/15
27.05.2015	Adoption of Policy 2.7	OCM 089/15
27.05.2015	Review and adoption of amended Policy 1.1	OCM 091/15
27.05.2015	Policies 1.19, 1.24 and 2.13 deleted/revoked	OCM 092/15
27.05.2015	Policies reviewed – no changes – 1.3, 1.5, 1.7, 1.8, 1.11, 1.14, 1.22, 1.25, 2.8, 2.9, 2.10, 2.14, 2.15, 2.16, 2.19 and 4.1	OCM 092/15
27.05.2015	Policies reviewed and amendeded – 1.4, 1.6, 1.7, 1.10, 1.15, 1.17, 1.23, 2.1, 2.11 and 2.12	OCM 092/15
08.07.2015	Amended Policy 1.26	OCM 106/15
28.10.15	Review and adoption of amended Policy 1.11	OCM 160.15
14.12.2015	Adoption of Policy 2.27	OCM 183/15
14.12.2015	Review and adoption of amended Policy 2.6	OCM 184/15
14.12.2015	Adoption of Policy 2.26	OCM 184/15
07.12.2016	Review of Policy Manual – no changes	OCM 117/16
25.01.2017	Out of District Allowance (amendment) 2.18	OCM 008/17
22.02.2017	Adoption of Occupational Safety & Health Policy 5.1 /OSH001	OCM 023/17
22.02.2017	Adoption of Policy 7.1 Drug & Alcohol	OCM 028/17
22.02.2017	Adoption of Policy 7.2 Discrimination, Harassment & Bullying	OCM 028/17
22.02.2017	Adoption of Policy 7.3 Grievances, Investigations & Resolution	OCM 028/17

Shire of Wiluna Policy Manual

[illegible]

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:	2019

- 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
- 7 All Staff and Councillor's 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

POLICY:	MEETINGS – TIMING OF AND ORDER OF BUSINESS
POLICY NO:	1.2
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 SEPTEMBER 2013 RESOLUTION 086/13
DATE TO BE REVIEWED:	N/A – RESCINDED 25.09.2013

It is the Policy of the Shire of Wiluna to hold its Ordinary Meeting of Council on the fourth (4) Wednesday of each Calendar Month commencing at 1pm except January when no meeting will be held.

The order of business shall be in accordance WITH CLAUSE 3.2 of the Shire of Wiluna Local Law (Standing Orders) 1999]

**POLICY RESCINDED
25.09.2013**

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:	2019

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 **at the beginning, in accordance with the agenda, 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, Sport and Cultural Industries and 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:*

Shire of Wiluna Policy Manual

- 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, Sport and Cultural Industries' 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, Sport and Cultural Industries' '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.

Shire of Wiluna Policy Manual

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:	2019

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 **Shire 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 Shire's Local Government's budget preparation process and unexpended amounts will be returned to general revenue.~~

Shire of Wiluna Policy Manual

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 \$5,000.00.

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 \$5,000.00.

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 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.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

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:	2019

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.

Shire of Wiluna Policy Manual

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:	2019

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.

Shire of Wiluna Policy Manual

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:	2019

- 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 may result in the Chief Executive Officer taking appropriate legal action prosecution.

Shire of Wiluna Policy Manual

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.

Revised/deleted 26.7.17

Shire of Wiluna Policy Manual

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:	2019

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.

Shire of Wiluna Policy Manual

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 the media unless they are the contact on a media release or have been authorised by the Shire President or Chief Executive Officer with the Shire President's permission)

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 building or vehicle.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

POLICY:	DONATIONS
POLICY NO:	1.10
SECTION:	GOVERNANCE
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	2019

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.

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

POLICY:	MEMBERS CONFERENCES & DEVELOPMENT
POLICY NO:	1.12
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
DATE TO BE REVIEWED:	N/A RESCINDED 26.03.2014 RES.022/14

INTRODUCTION

It is important that Elected Members, as part of their roles and responsibilities as a Councillor, participate in professional development by attendance at conferences, seminars and development programs.

The intention of this policy is to ensure that Elected Members are given the opportunity to participate in professional development are not financially disadvantaged.

POLICY

All Councillors are authorised to attend the Annual Local Government Week Conference and one other conference/seminar/training of significant importance to Local Government or as Council's appointed delegate, in accordance with the following conditions. Arrangements for any Councillor wishing to attend any of the above must be made as per the procedure below.

If a Councillor wishes to attend any conference or seminar in addition to the above, then a request shall be placed before Council for consideration.

On return from any conference attended, excluding the Annual Local Government Week Conference, Councillors shall provide a short report to Council on the events.

Conditions:

- (a) The cost of travel and accommodation, including meals and any other *business related costs* (e.g. telephone calls) for the delegates shall be met by Council.
- (b) Costs for a delegate's partner will also be met by Council

PROCEDURE

All requirements [including travel] for the conference/seminar/training attendance are to be arranged by the CEO and confirmed by the purchase order. In all other cases, with prior approval of the CEO, receipts are to be submitted to the CEO for reimbursement.

Shire of Wiluna Policy Manual

POLICY:	MEMBERS TRAVELLING EXPENSES
POLICY NO:	1.13
SECTION	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
DATE TO BE REVIEWED:	N/A RESCINDED 26.03.2014 RES. 022/14

Council shall pay to the President and all Councillors travelling expenses for attending Ordinary and Special Meetings of Council and for attending meetings of Committees in the capacity of a member of that Committee, in accordance with the provisions of the Local Government Act, as well as travel expenses for attendance at Annual Meetings of Electors, officially called civic receptions, visits by Ministers of the Crown, Council inspection tours, Special Meetings of Electors, General Meetings of Electors, Council authorised meetings with Government agencies and other Council called meetings.

Vehicle expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Councillors' principal place of residence or work within the district to the meeting and back. The rate per kilometre shall reflect actual cost and shall be as specified in the Local Government Industry Award clause 15.2 as amended from time to time. [Currently 74c/km -May 2012]

**Policy rescinded
26.03.2014**

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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:	2019

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.

Shire of Wiluna Policy Manual

POLICY:	GIFTS TO RETIRING MEMBERS
POLICY NO:	1.17
SECTION:	GOVERNANCE
COUNCIL MEETING HELD& ADOPTED:	JUNE 2012
LAST REVIEWED:	26 July 2017 RESOLUTION 121/17
DATE OF NEXT REVIEW:	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.

Shire of Wiluna Policy Manual

POLICY:	TELEPHONE ALLOWANCE MEMBERS
POLICY NO:	1.18
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 SEPTEMBER 2013 RESOLUTION 086/13
DATE TO BE REVIEWED:	N/A RESCINDED 25.09.2013

The Shire of Wiluna will provide a monthly telephone allowance to each Councillor of \$70.00 to cover the costs of internet, phone line rental and calls made in his/her capacity as Councillor of this Shire.

Payment will be made at the same time as the sitting fees are paid to each councillor.

**POLICY RESCINDED
25.09.2013**

Shire of Wiluna Policy Manual

POLICY:	DEPUTATIONS TO COUNCIL
POLICY NO:	1.19
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
DATE TO BE REVIEWED:	2013
REVOKED/DELETED:	27 MAY 2015 RESOLUTION 092/15

DEPUTATIONS- Order of Business 3.2(1) (d) Standing Orders

Deputations

- (1) A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the President, or the Presiding Member as the case may be.
- (2) The President, if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.
- (3) A deputation invited to attend a Council or committee meeting;
 - (a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
 - (b) is not to address the Council or committee for a period exceeding 15 minutes without the agreement of the Council or the committee as the case requires.
- (4) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.

Shire of Wiluna Policy Manual

POLICY:	URANIUM MINING IN THE SHIRE OF WILUNA
POLICY NO:	1.20
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED/ REVIEWED:	15 DECEMBER 2014 Resolution 169/14
DATE TO BE REVIEWED:	2019

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.

Shire of Wiluna Policy Manual

POLICY:	DETERMINATION OF SENIOR EMPLOYEES
POLICY NO:	1.21
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	25 SEPTEMBER 2013 RESOLUTION 087/13
DATE TO BE REVIEWED:	N/A RESCINDED 25.09.2013

In accordance with section 5.37(1) of the Local Government Act 1995, Council designates the following staff positions, as senior employees of the Council:-

- Chief Executive Officer
- Manager Community Development [*Reviewed by Council Dec. 2011*]
- Manager of Corporate Services
- Works Manager

**POLICY RESCINDED
25.09.2013**

Shire of Wiluna Policy Manual

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.

Revoked/deleted 26.7.17

Shire of Wiluna Policy Manual

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: 2019

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.

This requirement is covered in Policy 1.25 – Recommended to delete.

Shire of Wiluna Policy Manual

POLICY:	COUNCILLOR BRIEFING SESSIONS
POLICY NO:	1.24
SECTION:	GOVERNANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
REVOKED/DELETED:	27 MAY 2015 RESOLUTION 092/15

This Policy is to establish a process for the operation of elected member Briefing Sessions/Forums to ensure the requirements of accountability, openness and transparency are satisfied.

1. Council holds monthly Briefing Sessions between elected members and staff, on the fourth Wednesday of each month.
2. Briefing Session are closed to the public, so to as to facilitate full disclosure, and build trust between the elected members and between elected members and staff.
3. The purpose of Briefing Sessions is to:
 - a. Provide an informal exchange of information between elected members and staff on issues.
 - b. Enable elected members to receive information in advance of the Council meetings, and thereby to assist elected members make informed decisions related to that information at subsequent Council meetings.
 - c. To enable elected members to inform themselves before having to make decisions on issues.
 - d. To facilitate strategic considerations of issue in advance.
4. Staff will prepare Agenda's for Briefing Sessions and where required produce relevant items for consideration by Council on matters discussed at Briefing Sessions.
5. Where practical, Briefing Session Agendas will be distributed by close of business on the Thursday preceding the meeting day.
6. No delegated authority from Council exists at the Briefing Sessions.
7. Standing Orders of Council do not apply at Briefing Sessions.

Shire of Wiluna Policy Manual

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:	2019

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, GERCC, Regional Road Group, Northern GVROC Group, Cue Parliament, Tourism Associations, 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.

Shire of Wiluna Policy Manual

- 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, **Developing Northern Australia, SEGRA** 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 knowledgeable 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) 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 (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

Shire of Wiluna Policy Manual

- 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

Shire of Wiluna Policy Manual

6.2 National Local Roads and Transport Congress

Requirements as per sub-paragraph 5.1 sub-section a) and b) will apply.

6.3 Developing Northern Australia

Requirements as per sub-paragraph 5.1 sub-section a) and b) will apply.

6.4 SEGRA

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 (c)) 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 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

Shire of Wiluna Policy Manual

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 **Council Forum** ~~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 Councillor/s.

Shire of Wiluna Policy Manual

POLICY: ELECTED MEMBERS REMUNERATION

POLICY NO: 1.26

SECTION: GOVERNANCE

COUNCIL MEETING HELD & ADOPTED: 28 June 2017
Res. 102/17

DATE OF NEXT REVIEW: 2019

That, as a matter of policy, Councillors are remunerated as follows from 01 July 2017:

- 1 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017 section 2.4, all Councillors except the Shire President receive an annual allowance in lieu of meeting attendance fees of \$9,410.00
 - 2 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017 section 2.4, the Shire President receives an annual allowance in lieu of meeting attendance fees of \$16,000.00;
 - 3 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017, section 3.2, the Shire President receives an annual local government allowance of \$19,864.00
 - 4 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017, section 3.3, the Deputy Shire President receives an annual local government allowance of \$4,966.00 (25% of Shire President's allowance);
 - 5 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017 section 5.5, all Councillors excluding the Shire President receive an annual ICT allowance of \$1,500;
 - 6 Pursuant to Salaries and Wages Tribunal Determination 11 April 2017 section 5.5, all Councillors the Shire President receive an annual ICT allowance of \$2,000
 - 7 The allowances referred to in subparagraph 1-5 above be paid by equal monthly instalments;
 - 8 Councillors who use their own motor vehicle for travel to council meetings or on other authorised council business are paid a motor vehicle expense allowance on a per kilometre basis, at the rate set out and the conditions set forth in the *Local Government Officers' (WA) Interim Award 2011*; summarised below (rates correct at time of adoption)
- 1 That annual allowances including Presidents Allowance and ITC Allowance be paid by monthly instalments.

Shire of Wiluna Policy Manual

Engine displacement (in cubic centimetres)			
Area and Details Cents per kilometre	Over 2600cc		Over 1600cc to 2600cc
			1600cc and under
Metropolit	93.97	67.72	55.85
an area			
South	95.54	68.66	56.69
West			
Land			
Division			
North of	103.52	74.12	61.21
23.5			
Latitude			
Rest of	99.01	70.87	58.37
state			
Motor cycle		Rate c/km	

Shire of Wiluna Policy Manual

POLICY:	FLYING OF FLAGS
POLICY NO:	2.1
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	2019

As a matter of Council policy:

- 1 The Australian National Flag, Australian Aboriginal Flag, Western Australian Flag and Shire of Wiluna Flag are to be flown outside the Shire Administration office during normal hours of business, once the flag poles have been installed outside of the New Administration building.
- 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, whenever practical, flags must always be flown in accordance with Commonwealth Flag Protocol at any given time or date.

Shire of Wiluna Policy Manual

POLICY:	ACCOMODATION – SOUTH WING
POLICY NO:	2.5
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
DATE TO BE REVIEWED:	N/A – RESCINDED 26.03.2014 RES. 023/14

Accommodation units within the Shire Administration Complex Scotia Street, Wiluna, and known as the “South Wing” are only to be used to provide overnight accommodation to Councillors, contractors, consultants and other persons on council business. Preference is to be given to Councillors.

**Policy rescinded
26.03.2014**

Shire of Wiluna Policy Manual

POLICY:	PURCHASE OF GOODS AND SERVICES
POLICY No.:	2.6
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	14 APRIL 2017 RESOLUTION 066/17
DATE TO BE REVIEWED:	2019

1 POLICY

The Shire of Wiluna (the –“**Shire**”) is committed to achieving good practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**ACT**”) and part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- ensure performance with regard to quality timeliness of supply and delivery;
- mitigate risks to the Shire related to late performance and other breaches of contract;
- mitigate probity risk, by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

3 ETHICS & INTEGRITY

3.1 Code of Conduct

All officers and employees of the Shire must have regard for the Code of Conduct (refer Code of Conduct Policy, March 2017) requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

3.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- time and delivery are of the essence of every contract for the supply of goods and services – consequently all quotations, purchase orders, invitations to quote, requests for tenders, requests for proposals, expressions of interests, supply contracts etc must include delivery dates and/or completion dates (as the case requires);
- the ability of tenderers and other potential suppliers to delivery or to complete the contract (as the case requires) within the required time must form part of the assessment of every quotation, tender, expression of interest, etc.
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently (but this does not preclude making adjustments for risk in relation to potential suppliers who have performed poorly in the past);
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplied or relevant legislation.

4 VALUE FOR MONEY

4.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

4.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ability to inspect within reasonable timeframe, terms of after sales service, commitment to respond to issues within reasonable timeframe.

Shire of Wiluna Policy Manual

- the costs and consequences of potential delays in delivery.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses with the Shire's boundaries to quote for the provision of goods and services wherever possible.

5 PURCHASING REQUIREMENTS

5.1 *Legislative/Regulatory Requirements*

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed by the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

5.2 *Policy*

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.5 of the Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.6 of this Policy is not deemed to be suitable.

5.3 *Purchasing Value Definition*

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extend to which it could be reasonable expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

5.4 *Purchasing from Existing Contracts*

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract requires.

Shire of Wiluna Policy Manual

5.5 **Purchasing Thresholds**

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value. These requirements are the minima where risk will be reduced or better outcomes will be achieved by doing so:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire, or obtain at least one oral or written quotation from a suitable supplier. In the case of verbal quotations, detailed note of the full details of the verbal quotations received must be attached to the office copy of the purchase order and in the minimum must include: name of person providing quotation, name of firm, contact details, pricing including GST, brief scope of works/details of item for which quotation is sought.</p> <p>Purchasing Officers must still satisfy themselves that they have obtained a competitive price for the goods, service and/or infrastructure works (e.g. by telephone quotes, internet pricing etc.)</p>
Over \$5,000 and up to \$20,000	At least two verbal or written quotations from suitable suppliers. In the case of verbal quotations, detailed note of the full details of the verbal quotations received must be attached to the office copy of the purchase order and in the minimum must include: name of person providing quotation, name of firm, contact details, pricing including GST, brief scope of works/details of item for which quotation sought.
Over \$20,000 and up to \$50,000	Obtain at least three written quotations from suppliers following a brief outlining the specified requirement.
Over \$50,000 and up to \$150,000	<p>Obtain at least three written quotations from suppliers by formal invitation under a <i>Request for Quotation</i>, containing price and detailed specification of goods and services required (including required delivery or completion date). The procurement decision is to be based on pre-determined evaluation criteria that assess all compliance (including delivery/completion date) and value for money considerations in accordance with the definition stated in this Policy.</p> <p>Requests for quotations from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a <i>Request for Quotation</i> form; however, at least three written quotes are still required to be obtained.</p>
Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 5.6 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assess all compliance, risk, and value for money considerations in accordance with the definition stated in this Policy.

In each case where quotations are required (taking into account 3.2 Purchasing Principles and 4.0 Value for Money), quotations can be sought from:

- an existing panel of pre-qualified suppliers administered by the Shire; or
- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or
- on the open market; or
- any combination of the above.

Shire of Wiluna Policy Manual

5.6 ***Tendering Exemptions***

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the goods or services are to be supplied by or obtained from the governments of the State or the Commonwealth or any of their agencies;
- the goods to be supplied are petrol or oil or any other gas or liquid automotive fuel;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under regulation 11 of the Regulations apply.

When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the cost and benefits of both processes should be compared.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement. Where market testing is warranted to ensure 4.0 Value for Money, a public Tender is advisable even when using pre-qualified Suppliers.

5.7 ***Inviting Tenders Under the Tender Threshold***

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a *Request for Quotation* for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

5.8 ***Sole Source of Supply***

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire has written justification to support that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the written justification must be endorsed by the Chief Executive Officer or by the Council prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Shire of Wiluna Policy Manual

5.9 **Anti-Avoidance**

The Shire shall not enter two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of “splitting” the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relations to Tenders and to avoid the need to call a public Tender.

5.10 **Emergency Purchases**

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

6 **RECORDS MANAGEMENT**

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire’s Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- the Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- request for Quotation/Tender documentation;
- copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- copies of quotes/tenders received;
- evaluation documentation, including individual evaluator’s notes and clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to respondents notifying of the outcome to award a contract;
- contract Management Plans which describes how the contract will be managed; and
- copies of purchase orders and/or contract(s) with supplier(s) formed from the procurement process.

7 **BUY LOCAL POLICY**

As much as practicable, the Shire must adopt ‘buy local first’ philosophy:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;

Shire of Wiluna Policy Manual

- explore the capability of local businesses to meet requirements and ensure (where practicable) that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy (Policy 2.7).

8 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value of money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

9 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied by a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

10 PANELS OF PRE-QUALIFIED SUPPLIERS

10.1 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;
- 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

Shire of Wiluna Policy Manual

- 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.

10.2 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 of 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.

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.

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.

10.3 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 either prescribe whether the Shire intends to:

- i. obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 10.4; or
- ii. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items or work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

Shire of Wiluna Policy Manual

- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

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.

10.4 *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.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

10.5 *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.

For the creation of a Panel, this includes:

- the Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- request for Applications documentation;
- copy of public advertisement inviting applications;
- copies of applications received;
- evaluation documentation, including clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- contract management plans which describes how the contract will be managed; and
- copies of framework agreements entered into with pre-qualified suppliers.

Shire of Wiluna Policy Manual

The Shire is also to retain itemised records of all requests for quotations, including quotations received from pre-qualified suppliers and contracts award to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the contract.

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.

Shire of Wiluna Policy Manual

POLICY:	LOCAL PURCHASE POLICY
POLICY NO:	2.7
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	23 OCTOBER 2013 RESOLUTION 086/13
DATE TO BE REVIEWED:	N/A Rescinded

After having due regard to the quality of the product, availability of, after sales service, supply date, freight costs, degree of urgency and any other factors that could be included in the phrase "all things being equal", all goods and services are to be purchased locally provided-

- a) At least one quote is obtained from outside the Shire and where possible two local quotes be obtained.
- b) The local supplier's price is no more 10% higher than the cheapest external quote.
 1. Purchase of goods and services that are subject to the Local Government (Functions and General) Regulations 1996 are to be dealt with accordingly, but also giving preference of 10% variation to local contractors.
 2. The purchase of all goods and services is left to the Chief Executive Officer's judgment having regard to Council's desire to, where possible, purchase goods and services from local suppliers.
 3. A local supplier of goods or services is considered to be one residing in or actively carrying on business within the Shire District.
 4. Tender specifications are to contain a clause similar to "Council encourages tenderers to inform themselves as to the availability of Local Services and to make use of those services where possible".

Shire of Wiluna Policy Manual

POLICY:	REGIONAL PRICE PREFERENCE
POLICY NO:	2.7
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	26 MAY 2017 RESOLUTION 064/17
DATE TO BE REVIEWED:	2019

1 OBJECTIVE

To promote, support and develop local industry within the Shire of Wiluna by giving preferential consideration to regional suppliers in the procurement of goods and/or services through the tender process.

1.1 Definitions

In this policy the following words have the following meanings:

Local Industry is a business within the Shire of Wiluna which conforms to the definition of a 'regional tenderer' under the Local Government (Functions and General) Regulations 1996.

Price Preference is defined as the willingness to pay a higher price for the procurement of goods and/or services that are supplied by a 'regional tenderer'.

Regional Tenderer is a supplier that has been operating a business continuously out of premises within the Shire of Wiluna for at least six (6) months and submits a tender for the supply of goods and/or services.

Region is the area/district within the Shire of Wiluna municipal boundary.

2 PRINCIPLES

The Shire of Wiluna will encourage local industry to do business with the Shire of Wiluna through the adoption of a regional price preference advantage, in conjunction with standard tender considerations. The price preference will apply to the provision of all goods and/or services via tender, with a regional component, unless the local government decides pursuant to Regulation 24G that the policy will not apply to a particular tender.

2.1 Local Preference

A preference will be given to a regional tenderer by assessing the tender submission as if the price bids were as prescribed below:

- a) Goods and/or services reduced by 10%, up to a maximum price reduction of \$50,000;
- b) Construction (building) reduced by 5%, up to a maximum price reduction \$50,000; or
- c) Goods and/or services (including construction (building) services) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Shire of Wiluna Policy Manual

2.2 Local Regional Content

The goods and/or services identified in a tender submitted by a regional tenderer may be:

- a) wholly supplied from regional sources; or
- b) partly supplied from regional sources and partly from non-regional sources,

however, only those goods and/or services identified in the tender as being from regional sources can be included in the discounted calculations.

2.3 Competitive Purchasing

Whilst price is a competitive consideration in the provision of goods and/or services via tender, it is only one aspect of the tender evaluation process. Value for money principles and the best allocation of resources as discussed within Shire of Wiluna Policy 2.6 Purchase of Goods and Services will be employed by assessing the price component in conjunction with the tender selection criteria and requirements.

The tender that is determined to be overall both cost effective and advantageous to the Shire of Wiluna will be the most likely to be accepted. However, the lowest or any tender is not or will not necessarily be accepted.

Shire of Wiluna Policy 2.6 Purchase of Good and Services applies for the procurement of all goods and/or services.

Shire of Wiluna Policy Manual

Category of Goods, Services or Infrastructure works	Performance criteria and standards to be assessed	Local Content percentage required	Percentage by which local procurement cannot exceed total cost of procurement from outside the Shire	Comments
Perishable purchases including but not limited to catering, food, milk and such items	Nil – although suitable/appropriate items that represent value for money are to be acquired	N/A	Nil	LPP does not apply as these goods will generally be purchased locally. In the event that more than one local supplier can supply and prices are comparable, the Shire will ensure purchases are made through all suppliers where possible
Bulk fuel purchases over 5000 litres	Available to supply both the required quantity and quality, but the required time, all as specified by the Shire	N/A	0.5%	Nil
General minor purchases – including but not limited to non-perishable food stuffs, office paper, stationery, cleaning chemicals, printing requirements, minor household items, general office supplies and so on.	Available to supply both the required quantity and quality, but the required time, all as specified by the Shire. Historical performance on past contracts/purchase arrangements	N/A	10%	Nil

Shire of Wiluna Policy Manual

Office equipment(major), IT hardware and furniture/fittings	Available to supply both the required quantity and quality, by the required time, all as specified by the Shire.	MUST be able to be supplied, serviced and supported locally	10%	If equipment that can be procured locally CANNOT be supported and/or serviced locally, then the LPP will not be applied
	Servicing and/or support for items purchased locally			
	Historical performance on past contracts/purchase arrangements			
Infrastructure works including construction (building)	Available to supply both the required quantity and quality, by the required time, all as specified by the Shire.	50%	<u>Value of works (exc. GST):</u> Up to \$100,000 = 5% or \$10,000, whichever is the lesser. \$100,001 to \$760,000 = 5% Or \$38,000, whichever is the lesser * \$760,001 upwards = 5% or \$50,000, whichever is the lesser.*	
	Historical performance on past contracts/purchase arrangements			

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

[APPENDIX 1 – Tenancy Agreement]

Shire of Wiluna Policy Manual

POLICY:	HOUSING AND ALLOWANCES
POLICY NO:	2.10
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2102
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2019

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

Shire Housing

The assessed rental for Shire housing is:

4 bedroom house	\$450 per week
3 bedroom house	\$350 per week
2 bedroom house	\$250 per week
1 bedroom unit	\$150 per week

Permanently employed full time Shire employees provided with Shire housing will be entitled to a weekly housing rebate equivalent to the assessed rents above. This rebate will only be allowed 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.

Other Housing

The assessed rental for other housing is:

3 or more bedrooms	\$300 per week
1 to 2 bedrooms	\$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 allowed 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 **when no other Shire housing is available**. Proof of rental and ownership in the employee's name will be required.

Water Charges:

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

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

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.

The Chief Executive Officer can offer Free Water Consumption to staff who reside in a Shire house/unit, subject to the condition that they maintain their gardens to an acceptable standard.

Electricity Charges

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

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.

The Chief Executive Officer can offer an annual Electricity Allowance of \$3,000 p.a. to staff who reside in a Shire house/unit.

Note. Any allowances available to employees or benefits provided by Shire of Wiluna that are subject to income tax then the payment/benefit will 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.

Shire of Wiluna Policy Manual

POLICY:	BUSHFIRE CONTROL
POLICY NO:	2.11
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 policy:

- 1 In the absence of an operative Wiluna Bushfire Brigade, the Council is to appoint the Chief Executive Officer as its Bushfire Control Officer and any deputy that the Chief Executive Officer recommends and/or that the Council determined. Such appointments to be done in compliance with the Bushfires Act 1954
- 2 Council and the Shire will encourage and support the establishment and operations of Bush Fire Brigades through:
 - Acting as the administrator/manager in absence of an operative Bushfire Brigade in order to re-establish an operative brigade
 - Requiring the Chief Executive Officer to be a member of the Bushfire Brigade
 - Approving time off for staff to attend training, exercises and the like for bushfire control (if members of the Brigade)
 - Providing administrative "in-kind" support for: photocopying, minute taking, assistance with financial controls of funds and a venue to hold meetings
 - Making an annual budgetary allocation to support the development and operations of the Bushfire Brigade
 - Maintaining and meeting the costs of the required Bushfire Brigade and Volunteer insurance each year through LGIS/JLTA.

Revoked/deleted 26.7.17

Shire of Wiluna Policy Manual

POLICY:	SHIRE SUPERANNUATION CONTRIBUTIONS
POLICY NO:	2.12
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
DATE OF NEXT REVIEW:	MAY 2019

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

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

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.

Shire of Wiluna Policy Manual

POLICY:	SATELLITE PHONE USAGE
POLICY NO:	2.13
SECTION:	ADMINISTRATION AND FINANCE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015 RESOLUTION 092/15
REVOKED/DELETED:	27 MAY 2015 RESOLUTION 092/15

Council provides the Construction Crew with a Satellite Telephone, installed in the Construction Crew Vehicle.

The primary uses for the satellite telephone are to provide an effective means of communication in emergency situations or liaison between the Construction Crew and Management.

REVOKED/DELETED

Shire of Wiluna Policy Manual

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:

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

POLICY:	INJURY MANAGEMENT POLICY
POLICY NO:	2.15
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	JUNE 2012
LAST REVIEWED:	27 MAY 2015
	RESOLUTION 092/15
DATE OF NEXT REVIEW:	2019

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.

Shire of Wiluna Policy Manual

POLICY:	PAYMENT OF ACCOUNTS
POLICY NO:	2.16
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED: (INC AMENDMENTS)	23 OCTOBER 2013 RESOLUTION 097/13
LAST REVIEWED:	26 July 2017 Resolution 121/17
DATE OF NEXT REVIEW:	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) Wherever 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.
- 2) Payments will be processed in a timely manner to ensure that the Shire obtains any prompt discounts, avoids late payment penalties and establishes the Shire's reputation as a business of choice for supplies.
- 3) 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
- Manager of Finance

Secondary Signatory/Authorised Person

- Executive Manager Technical Services
- ~~Executive Manager, Community & Cultural Development~~
- Any other officer nominated by the CEO, from time to time as operational requirements may dictate.

Shire of Wiluna Policy Manual

4) 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.

5) 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

6) 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 3, 4 and 5.

7) All payments will be supported by:

- a tax compliant invoice, **if applicable.**
- 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.

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

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

10) 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) The Shire does not issue cheques for the payment of good or services.

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

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

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

5) ~~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.~~

6) 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.~~

Shire of Wiluna Policy Manual

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 and email confirmation of changes a creditors banking details is not acceptable.

3) Remittance advices, providing payment details, are to be forwarded to the vendor by email 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.

Shire of Wiluna Policy Manual

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 show an understand and willingness to comply with the proper management of the card to ensure it safety and prevent misuse. ~~have completed training in purchasing and management of credit card accounts.~~
- 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 and then handed to the CEO, for cross-authorisation and checking. In the case of the CEO being the card-holder, the 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.~~

Shire of Wiluna Policy Manual

POLICY:	LEGAL REPRESENTATION COUNCILLORS & EMPLOYEES
POLICY NO:	2.17
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADPOTED:	JUNE 2012
DATE TO BE REVIEWED:	2019

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.

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

- 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.

Shire of Wiluna Policy Manual

POLICY:	OUT OF DISTRICT ALLOWANCE
POLICY NO:	2.18
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	25 JANUARY 2017 RES.008/17
DATE TO BE REVIEWED:	2019

Intent –Shire staff are required, from time to time, to travel to attend meetings, training, events and conferences directly related to their role as employees. The costs in relation to these expenses are to be controlled to ensure maximisation of “value for money”, efficient allocation of Shire resources and to prevent any misappropriation of funds in relation to these costs.

Purpose – This policy outlines the Shires’ requirements in relation to payment of expenses for attendance at conferences, training, events and meetings which are outside of the Staff’s normal place of residence.

Principles –

1. Expenses for conferences, training, events and meetings are those which staff attend in their capacity as Shire employees, and are in direct relation to staff duties and/or the Shire’s scope of works and services.
2. The Chief Executive Officer is required to approve or reject applications to attend conferences, training, events and meetings. Applications for attendance at conferences, training, events and meetings must clearly be benefit to /need of the Shire to attend.
3. Expenses related to the registration costs of attendance (inc. fees, material charges) are met in full by the Shire.
4. Travel costs related to the attendance will be met by the Shire as follows:
 - (a) Third-party travel such as airfares or bus fares (including travel to and from airport, taxi fares, etc.) to be paid for by the Shire, or
 - (b) Staff issued with vehicles for private use may use this (or replacement vehicle) for their transport; fuel is provided by the Shire; or
 - (c) If there are Shire vehicles available for use, staff and elected members may be able to use these; fuel provided by the Shire; or
 - (d) Alternative travel arrangements, approved at the discretion of the Chief Executive Officer, provided that they are cost effective.
5. Expenses relating to accommodation and meals will be met by the Shire as follows:
 - (a) Accommodation and meals (excluding alcoholic drinks) to the value of \$200 per night to be paid for by the Shire, or

Shire of Wiluna Policy Manual

(b) Staff will be paid an allowance of \$200.00 per night. Staff will then be required to arrange their own accommodation and meals for the duration of attendance; or

(c) If staff are required to attend any conference, meeting, training or other sanctioned event above the 26th parallel, then the value referred to in 5(a) and 5 (b) may be increased to \$250.00.

6. Proof of purchase/cost incurred must accompany all claims for reimbursement, except for the per diem allowance claimable at 5(b).

7. Where Staff who fail to attend in full or complete any training or participation in meetings/conferences/so forth but have been paid the clause 5(b) or 5 (c) will be required to pay back the value of the accommodation and meals and/or allowance; disciplinary action may also be taken against the staff member.

8. The Chief Executive Officer or relevant line manager reserves the right to not offer either option 5(a) or 5 (b) to a staff member and instead make the most cost effective and suitable decision regarding their meals and accommodation.

9. This policy applies to staff who are required to work away from their normal place of residence which would include the majority of Shire staff who permanently reside in Wiluna. However, in the case of a staff member who works in two separate locations, as may be the case with a Fly in Fly Out (FIFO) worker, the Shire considers their second work place to also be inside of the District and therefore this policy would not automatically apply.

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

POLICY:	INVESTMENTS
POLICY NO:	2.21
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	11 October 2017 Resolution 148/17
DATE TO BE REVIEWED:	2019

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 Shire 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;
- Sections 17 to 20 of the Trustees Act 1962;
- 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 Shire'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

Shire of Wiluna Policy Manual

- 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 3 years;
- 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.

Shire of Wiluna Policy Manual

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 Shire's advantage and or legislative requirement.

Shire of Wiluna Policy Manual

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).

Shire of Wiluna Policy Manual

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).

Revised/deleted 25.7.17

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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 to 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

Shire of Wiluna Policy Manual

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

Shire of Wiluna Policy Manual

3.2 To ensure that the mining sector contributes to the maintenance of Shire assets and services to the extent that this sector uses them. It is a recognition of the potential impact and cost of mining activities on the Shire assets and public goods, (e.g. heavy traffic movements) and land use intensity as well as the higher consumption by this sector of high-cost services such as road networks and aerodromes; and

3.3 To distinguish between UV valued properties of Rural/Pastoral and the Mining Sector, in recognition of varied land use intensity and vast disparities caused by different methods of striking the said valuation.

3.4 To levy an appropriate minimum rate that more closely reflects the costs of servicing lots within the townsite and the whole Shire area and to ensure that a minimum contribution is made by all ratepayers for the benefit of the district

3.5 As a means to maintain a balanced budget position with a reasonable contribution from all rating categories and a reasonable approach by the Council in regard to increases.

Shire of Wiluna Policy Manual

POLICY:	RATING ADMINISTRATION
POLICY NO:	2.25
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	22 APRIL 2015 Resolution 075/15
DATE TO BE REVIEWED:	2019

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.

Shire of Wiluna Policy Manual

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.
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: General Procedure Claim, 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~~ may be written off with the Chief Executive Officers permission.
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.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

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.

Shire of Wiluna Policy Manual

POLICY:	VEHICLE USAGE
POLICY NO:	2.27
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	14 December 2015 Resolution 183/15
DATE TO BE REVIEWED:	2019

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 Shire owned vehicles be pool vehicles available for use by Shire employees and Councillors at all times when required for business 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 Shire 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 Shire'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:

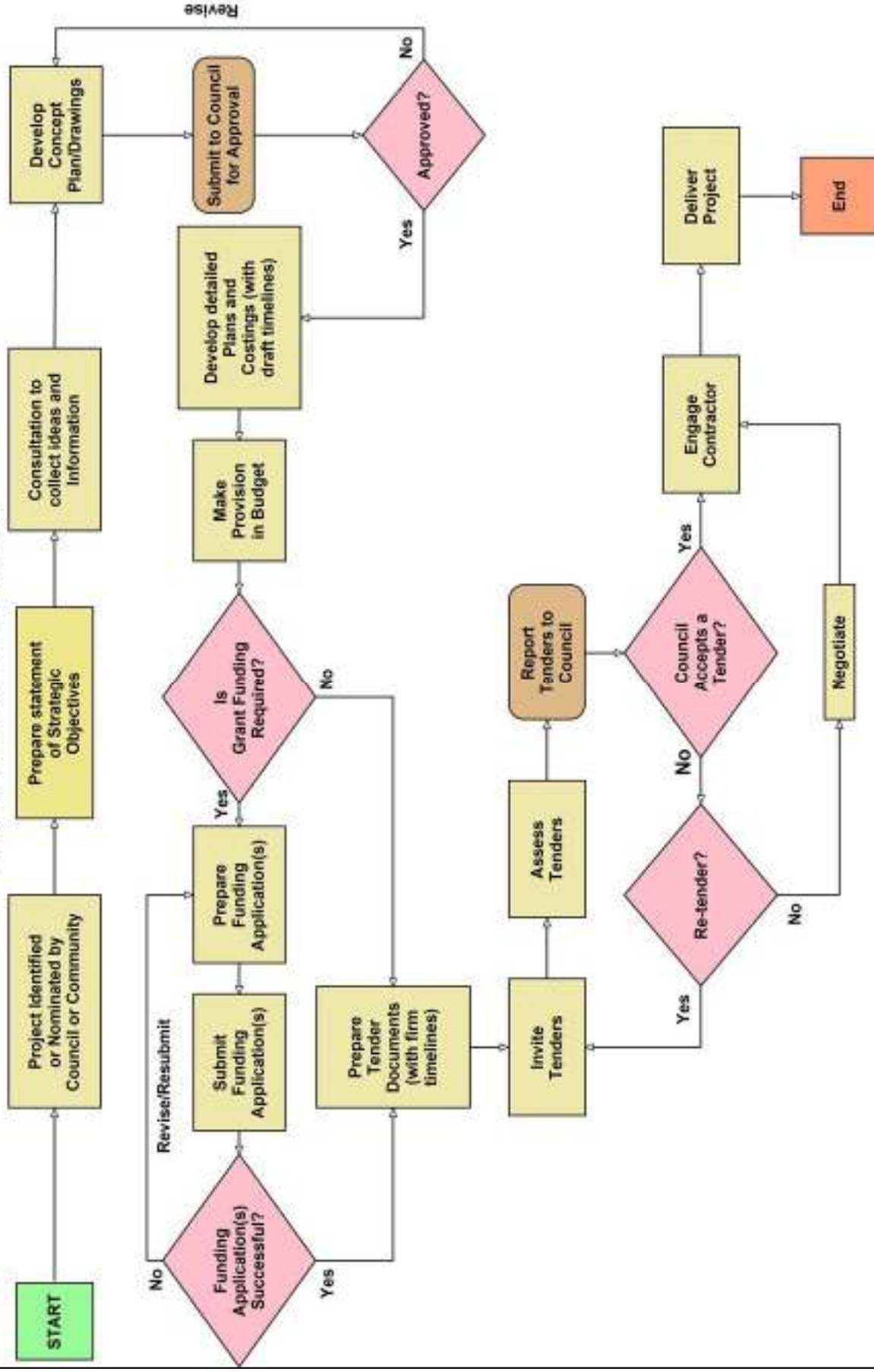
- a) Advise the Council's Technical Services section when scheduled servicing of the motor vehicle is due or repairs are required;
 - b) Wash, clean and vacuum the motor vehicle as often as required;
 - c) Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
 - 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) Failure to operate or maintain the vehicle to an acceptable standard;
 - c) Unable to operate the vehicle in a safe manner, including changing a tyre in remote locations;
 - d) Leaving the employment of the Shire of Wiluna; or
 - e) No longer being an elected member of the Council.
16. Designated drivers excluding works crew members are to undertake a monthly 'General Vehicle Safety Checklist' and 'Remote Travel Vehicle Checklist' as required.

Shire of Wiluna Policy Manual

POLICY:	PROJECT PLANNING AND DELIVERY
POLICY NO:	2.28
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	26 April 2017 Resolution 065/17
DATE TO BE REVIEWED:	2019

1. All projects are to be planned and delivered in accordance with the process depicted in the diagram below.
2. Where considered appropriate, additional steps may be added to this process to allow for additional consultation and/or approvals; however, the process depicted in the diagram is the minimum and must not be truncated.
3. For every project, a process diagram and timelines should form part of the budget submission.
4. Process diagrams and timelines should also be included in funding applications, so that the funding agencies can see how and when it is intended to deliver the projects.
5. Purchasing and procurement in relation to projects must comply with the *Local Government Act 1995*, the *Local Government (Functions and General) Regulations 1996*, *Shire of Wiluna Policy no. 2.6 – Purchase of Goods and Services*, and the *Shire of Wiluna Procurement Procedures Manual*.

Project Planning and Delivery Process



Shire of Wiluna Policy Manual

POLICY:	RELATED PARTY DISCLOSURES
POLICY NO:	2.29
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	28 June 2017 Resolution 113/17
DATE TO BE REVIEWED:	2019

PROCEDURE FOR RELATED PARTY DISCLOSURES

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for the year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Wiluna must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1. Identification of Related Parties

AASB 124 provides that the Shire of Wiluna will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

Shire of Wiluna Policy Manual

For the purposes of determining the application of the standard, the Shire of Wiluna has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer, Deputy Chief Executive Officer, or Executive Manager.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Wiluna will, therefore, be required to assess all transactions made with these persons or entities.

2. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Wiluna (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates
- Fines
- Use of Shire of Wiluna owned facilities such as Recreation Centre, Swimming Pool, library, roads, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending Shire functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Wiluna for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Wiluna owned property or property sub-leased by the Shire of Wiluna through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Wiluna and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Wiluna (trading arrangement)
- Sale or purchase of any property owned by the Shire of Wiluna, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Wiluna
- Loan arrangements
- Contracts and agreements for construction, consultancy or services

Shire of Wiluna Policy Manual

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Wiluna can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above will be required to complete a Related Party Disclosures - Declaration form for submission to the Shire's accounting section.

Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCTs that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required.

- Paying rates
- Fines
- Use of Shire of Wiluna owned facilities such as Recreation Centre, Swimming Pool, library, roads, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending Shire functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of Disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form annually.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Shire of Wiluna Policy Manual

Confidentiality

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified.

Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality.

Individuals may be specifically identified if the disclosure requirements of AASB 124 so demands.

4. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Shire of Wiluna Policy Manual

POLICY:	STAFF SPECIAL REMUNERATION ALLOWANCES
POLICY NO:	2.30
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	22/03/2017 RES. 041/17
DATE TO BE REVIEWED:	2019

1. Council approves the CEO to be able to offer the following allowances to Shire staff:
 - a) **Noncumulative** Annual Airfare Allowance (2 x Return Airfares to Perth) of up to \$1,300 per year to full time employees;
 - b) Free use of the Shire's minor plant & equipment (e.g. hand mower and whipper snipper) for the purpose of garden maintenance of Shire's owned/controlled residential houses;
 - c) Free Shire Gym membership;
 - d) District/Location Allowance (up to \$76.80 per fortnight with dependents or up to \$38.40 per fortnight without dependents);
 - ~~e) Builders travel allowance \$300; and~~
 - ~~f) Builders travel with a truck for the collection of material and supplies \$900.~~
2. Delete the following allowance at staff next annual performance review:
 - a) Attendance Bonus (\$100 per fortnight);
 - b) Six monthly Attendance Bonus (\$500); and
 - c) FIFO Flights

The above 2(a) and 2(b) allowances are to be added to the applicable staff's (outside crew) annual salary and wages, to compensate them for the loss of these allowances.

Shire of Wiluna Policy Manual

POLICY	FIREARMS POLICY
POLICY NO:	2.31
SECTION:	CORPORATE
COUNCIL MEETING HELD & ADOPTED:	11/10/2017 RES: 139/17
DATE TO BE REVIEWED:	2019

OBJECTIVE

The purpose of this policy is to outline the guidelines for use of the Shire of Wiluna's Firearms in accordance with the W.A Corporate Firearms Licence Conditions.

TERMS OF REFERENCE

Unless otherwise stated all references to 'The Act' shall refer to the Firearms Act 1973

POLICY STATEMENT

Shire Firearms will not be used or accessed by an employee unless:

- (a) The employee has been authorised on the Corporate Firearms License to use firearms by the C.E.O., for carrying out the relevant duties of which the employee is authorised to use the Shire firearms.
- (b) The employee has read and understands the Corporate Firearms Licence and Conditions issued to the Shire of Wiluna by the WA Police Firearms Branch and Shire's Firearms Policy.
- (c) The employee can demonstrate they are competent and experienced in the safe use and handling of the firearms or has attended an Accredited Firearms Handling and Safety course.
- (d) The employee understands the conditions under the relevant Acts that allow for the use of firearms in the course of carrying out the authorised employee's duties (i.e. relevant section of Dog Act 1976 etc.)
- (e) The employee has completed, submitted and received approval of a '*Nominated Persons Application*'-To possess, Carry or Use a Corporately Licensed firearm in the course of employment form to the W.A Police State Crime Licensing Enforcement Division.

Use of Shire firearms must be in accordance with the following conditions:

- (a) Access to gun cabinets and gun cabinet keys will only be permitted to those employees that are listed on the corporate firearms licence (carried by authorised employee or contained within suitably secured cabinet).
- (b) National Police Clearance Certificates provided for each person on licence.
- (c) When firearms are transported they must be fitted with trigger locks (where supplied), contain no ammunition and be secured in lockable firearms rack if fitted to the vehicle.

Shire of Wiluna Policy Manual

- (d) When the discharge of firearms is necessary within town limits, Police must be notified, when possible, prior to discharge of firearm or immediately after the discharge of firearm if possible.
- (e) The Shire will implement a rigid protocol for access to firearms which will be strictly adhered to by all authorised persons. The CEO shall determine the protocol that best demonstrates compliance in accordance with the Firearms Act 1973 and the Dangerous Goods Safety Act 2004

An audit of firearms held by the Shire of Wiluna may be undertaken by the Chief Executive Officer.

The Chief Executive Officer may direct a person who is involved in the control or management of a dangerous goods site to engage and pay for an approved auditor to conduct an audit into and report to the Chief Executive Officer about all or any of the following —

- (a) *the risk to people, property or the environment from dangerous goods on the site;*
 - (b) *the safety of the whole or a part of the site, or of any building, structure, plant, equipment or thing on the site, or of any activities on the site;*
 - (c) *the adequacy and effectiveness of any safety management document relating to the site;*
 - (d) *a dangerous goods incident or a dangerous situation on the site.*
- Dangerous Goods Safety Act 2004; Division 4, 46-2*

CORPORATE FIREARMS LICENCE CONDITIONS

The following conditions are placed on the Shire of Wiluna Corporate Firearms Licence.

1. The licence entitles the Shire of Wiluna "to possess the firearms named and identified in that licence, together with ammunition, and therefore authorises the organisation to permit any of the Shires employees to possess, carry and use any such licensed firearm or ammunition:
 - (i) In the course of his or her employment generally as in that licence specified" in accordance with section 16(c) of the Act.

a Corporate Licence, which may be issued in the corporate or trading name of any bank, financial institution, Government department, State instrumentality or other organisation approved by the Commissioner and entitles that organisation to possess the firearms named and identified in that licence, together with ammunition therefor, and authorises that organisation to permit any person to whom subsection (2) applies to possess, carry and use any such firearm or ammunition either

- (i) on the premises of the organisation; or*
- (ii) in the course of carrying out a function approved by the Commissioner and authorised by that organisation,*

in accordance with the terms, restrictions, limitations and condition applicable to that licence

Shire of Wiluna Policy Manual

16(c) Firearms Act 1973

- 1.1 The purpose to be specified on the licence and the conditions under which it is issued are:
- (a) For use by authorised employees of the Shire of Wiluna in the course of their duties in the destruction of sick, strayed or unwanted dogs or other animals.
 - (b) For Training purposes, so as the Shire of Wiluna Nominated person(s) shall maintain skills required so as the necessary destruction of sick, strayed or unwanted dogs or other animals is conducted as humanely as possible.
 - (c) When carried in the Shire's vehicles the firearms are to be kept secured at all times.
 - (d) When not being used in the course of employment generally, the firearms are to be kept in strict security on the premises of the organisation.
 - (e) The licensee will forthwith supply to the Police Firearms Branch a list containing the name, address and date of birth of all persons using the firearms and advise same of any future changes.
- (f) This licence, under the provisions of section 8(f) of the Act, precludes the necessity for the Shire of Wiluna employees to hold a licence for the Shire's firearms used for that purpose.

No licence under this Act is required by a person who is the holder of a permit issued under this Act in relation to any matter authorised by that permit having a firearm or ammunition in his possession in preparation for, as a consequence of, or for use in, the performance of his duties;
8(f) Firearms Act 1973

- (g) Section 31(2) of the Act requires "*the holder of a Corporate Firearms Licence to compile, maintain and furnish records in such a manner as is prescribed, all entries therein to be made at the time of the transaction to which they relate and any such record to be produced for inspection by any member of the Police Force on his request*".

Regulation 18(a) provides as follows:

"the holder of a Corporate Licence shall, in a permanent and legible manner, maintain a record in a form approved by the Commissioner showing particulars of the firearms and ammunition in the possession of each employee at any time, the name and place of residence of the employees in such possession, and, where the firearm is carried elsewhere than on the premises of the organisation, the purposes and places where the employee is authorised by the organisation to carry the firearm"

It will be sufficient compliance with the regulations for the Shire of Wiluna to keep the required particulars in a book drawn up and set aside for that purpose.

Under section 21(2) of the Act, "*a person, whether or not the holder of that licence, permit or approval, who commits a breach of, or fails to observe, a restriction, limitation or condition to which a licence, permit or approval issued or granted under this Act was made subject, and who is a person who ought reasonably to have known of the existence of that restriction, limitation or condition, commits an offence*"

Additional firearms required may be added to the Corporate Firearms Licence upon application to a Police Station and, where necessary, referred to Firearms Branch for consideration of approval. The Shire of Wiluna is to advise this branch in writing of the disposal of any of the firearms so that the schedule of firearms can be updated

FIREARM STORAGE AND SECURITY REQUIREMENTS

Firearms Regulations -

Storage security requirements

- (1) A person entitled to possess firearms or ammunition of any kind is to ensure that the firearms or ammunition are stored in accordance with firearms regulations.
- (2) Firearms and ammunition are to be stored in a locked cabinet or container that at least meets the specifications described in Schedule 4 of the Firearms Act 1973 or in such other way as is approved.
- (3) A cabinet or container that can be unlocked with a key is to be regarded as unlocked if the key is left in the lock or is otherwise accessible where the cabinet or container is located.
- (4) A magazine is not to contain any ammunition when it is stored.
- (5) Ammunition is not to be stored in a cabinet or container in which a firearm is stored unless the ammunition is in another locked metal container in which no firearm is stored and which is securely affixed so as to prevent its removal from the cabinet or container.
- (6) Under no circumstances should propellant that is not incorporated in a cartridge is not to be stored, whether or not it is in another container, in a container or cabinet that contains any ammunition, firearm, or primer.
- (7) Under no circumstances should any firearm be transported when it is loaded with ammunition.
- (8) Ammunition should be transported in its box and be secured. Ammunition must not be transported in a magazine that can be fitted in a firearm.
- (9) Vehicles should not be considered a secure option for storage of firearms. Under no circumstances should any vehicle carrying firearms be left unattended.
- (10) The requirements of this regulation are in addition to, not instead of, any requirements under the Dangerous Goods Safety Act 2004

OTHER REQUIREMENTS

Firearms, if mishandled, can result in serious injury or death. Under no circumstances should any unauthorised person(s) handle firearms or ammunition. Any conduct, deemed inappropriate by the CEO with regard to firearms or ammunition will result in serious disciplinary action, including termination of employment.

Shire of Wiluna Policy Manual

POLICY	CROSSOVERS
POLICY NO:	3.1
SECTION:	TECHNICAL
COUNCIL MEETING HELD & ADOPTED:	11/10/2017 RES: 143/17
DATE TO BE REVIEWED:	2019

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.

The specifications are available on the Council website: www.wiluna.wa.gov.au

Shire of Wiluna Policy Manual

POLICY:	FITNESS FOR WORK
POLICY NO:	3.2
SECTION:	ALL SECTIONS & EMPLOYEES
COUNCIL MEETING DATE & ADOPTION:	JUNE 2012
DATE TO BE REVIEWED:	N/A - POLICY RESCINDED 04.11.2014 RESOLUTION No. 125/14

1. Fitness for Duty – Statement of Policy

An employee's ability to perform the allocated work task is directly affected by the way they have used their rest breaks and time away from work. While it is not reasonable to intrude into how employees spend their rest breaks and time away from work, every effort is made to inform employees and their families of the benefits of a balanced lifestyle. If there is reasonable doubt about an employee's fitness for duty, the shire will not allow an employee to operate a vehicle until they have been assessed as safe to do so.

A second job may impact on an employee's fitness for duty and employees are made aware of the shire's concern about such a practice.

Employees must not commence work when they are deemed to be unfit, fatigued or have been driving outside the agreed limits. An employee who does so is guilty of violating this policy and may be subject to disciplinary action. Where problems relating to fatigue arise, the shire will take whatever steps are necessary, given the circumstances, within the terms of the conditions of employment.

If the shire believes an employee is unable to perform their duties safely because of fatigue or other form of impairment, the shire reserves the right to request that the employee attend a medical practitioner of the shire's choice or an employee assistance counsellor.

2. Drug and Alcohol Policy

The shire believes that the misuse of prescription drugs or alcohol and the use of illicit drugs put the safety of all people involved in danger. Each individual must realise that they are accountable for their actions. By following this policy the shire will lessen the risk of anybody being harmed or a safety hazard being created because of someone who is under the influence of drugs or alcohol.

Compliance with this policy is a condition of employment for all present and future employees. Violation of these standards will be grounds for disciplinary action or termination.

Shire of Wiluna Policy Manual

If an employee is in a condition that impairs their ability to perform their job and they might endanger the safety of themselves or others, or might cause equipment or property damage or otherwise expose the shire to potential liability, the employee will not be allowed to continue working or remain in the workplace.

For the purposes of this policy, impairment is the inability to perform one's job in the manner prescribed for that function or in accordance with established practice. Impairment may include an inability to drive or operate equipment, to communicate clearly, to exercise reasonable judgement in making decisions or inappropriate personal behaviour.

If the shire suspects an employee is impaired or unable to perform their duties properly and safely because of the influence of alcohol or drugs, the shire reserves the right to request that the employee attend a medical practitioner of the shire's choice for examination or employee assistance/counselling program.

The shire will encourage and assist employees who recognise that their work performance is affected by their use of alcohol or other substances to access professional services. Successful participation in a rehabilitation program by an employee will be considered in any disciplinary action.

3. Information and Training

Prior to any engagement in driving or scheduling of work, drivers and management will, as part of the induction process, be made aware of what fatigue is and how to recognise the symptoms.

Note.

In relation to this policy the "Shire" means the Chief Executive Officer or their delegated representative.

Shire of Wiluna Policy Manual

POLICY:	USE OF CHEMICALS FOR SHIRE WORKS
POLICY NO:	3.3
SECTION:	TECHNICAL
COUNCIL MEETING HELD & ADOPTED:	25 February 2015 Resolution 033/15
DATE TO BE REVIEWED:	2019

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.

Shire of Wiluna Policy Manual

POLICY:	ROAD HEIRARCHY
POLICY NO:	3.4
SECTION:	TECHNICAL
COUNCIL MEETING HELD & ADOPTED:	25 MARCH 2015 Resolution 052/15
DATE TO BE REVIEWED:	2019

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

																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

(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.

Shire of Wiluna Policy Manual

POLICY:	OSH 001 - OCCUPATIONAL HEALTH AND SAFETY STATEMENT
POLICY NO:	5.1 / OSH001
SECTION:	OCCUPATIONAL SAFETY & HEALTH
COUNCIL MEETING HELD & ADOPTED:	22 FEBRUARY 2017 RESOLUTION 023/17
DATE TO BE REVIEWED:	2019

1. Introduction

1.1 Definitions

Employees All staff, contractors, consultants and temporary workers of Shire of Wiluna.

1.2 General Statement of Policy

It is the policy of the Shire of Wiluna to conduct its activities in such a way that the health, safety and well-being of employees, contractors and visitors are not in any way impaired or prejudiced as a result of working within or for the organisation.

1.3 Purpose

The purpose of this policy is to ensure, as far as is reasonably practicable, that all employees are safe from injury and risk to health while at work. The Shire of Wiluna will seek to achieve this by:

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness
- Complying with all applicable occupational health and safety legislation
- Providing instruction, training and supervision to improve an employee's understanding of workplace hazards; including safe work practices and emergency procedures
- Involving employees in occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others safety and health at work
- Providing adequate systems and resources to effectively manage identified significant occupational safety and health hazards as well as rehabilitation and return to work processes

Shire of Wiluna Policy Manual

- Implementing, maintaining and reviewing the occupational health and safety programme to achieve continuous improvement as well as conducting regular inspections of the workplace aimed at preventing accidents and incidents.

1.4 Scope

This Policy applies to all employees, contractors, consultants, temporary workers and visitors of The Shire of Wiluna to ensure that this Occupational Safety & Health Policy is enforced.

1.5 Enquiries and Faults

Adherence to this procedure will generally ensure compliance with the requirements of relevant legislation. Employees requiring assistance with the interpretation of this procedure, or who wish to report a breach of this procedure, should contact the Chief Executive Officer.

2. Policy

2.1 Policy Details

- i. This Health and Safety Policy details the Shire of Wiluna's commitment, intentions and principles in relation to OSH performance.
- ii. The key objectives of the OSH Policy are to achieve legal compliance and reduce illness and injury within our workplace.
- iii. The policy is reviewed annually to ensure that it remains compliant and meets occupational health and safety objectives.

2.2 Compliance

- i. Federal, state and territory OSH Acts and Regulations set out specific safety requirements that the Shire of Wiluna shall enforce in order to meet their legal responsibility of providing a safe working environment.
- ii. Access to current health and safety legislation, codes of practice and Australian Standards will be disseminated to all staff and contractors. OSH information is also maintained in hardcopy and kept current.

2.3 Roles and Responsibilities

Managers and Supervisors are responsible for:

- The safety of employees, contractor and the Shire of Wiluna property under their control
- Ensuring that all regulations, procedures and safe work practices are followed at all times

Shire of Wiluna Policy Manual

All employees are expected to:

- Follow all Shire of Wiluna occupational health and safety requirements and codes of practice.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.
- Actively participate in occupational health and safety activities.

2.4 Communication and Consultation

- i. Under the Occupational Health and Safety Act (2004), The Shire of Wiluna shall consult employees, so far as reasonably practicable, on matters that directly affect or are likely to directly affect the health and safety of all staff, contractors, visitors and the general public.
- ii. When possible, the Shire of Wiluna will establish an OSH Committee for OSH consultation purposes.
- iii. Communication and consultation is required:
 - when identifying hazards and risks and deciding how to control risks
 - when making decisions regarding facilities related to welfare
 - during development of OHS procedures and supporting systems
 - changes to workplace (e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications)
 - machinery and equipment, substances, processes and other things used in the workplace
- iv. The Shire of Wiluna management shall provide adequate facilities and resources and assistance to assist with OSH Committee and any communication and consultations between staff, contractors and OSH representatives.
- v. Training shall be provided to members of the OSH Committee.

2.5 Training and Education

- i. The Shire of Wiluna will develop a formal induction process including occupational health and safety induction
- ii. All individuals, including visitors and contractors, will be required to undergo mandatory induction when developed
- iii. Training and education records will be maintained by Payroll/HR

Shire of Wiluna Policy Manual

2.6 Job Safety Analysis

- i. Job Safety Analysis (JSA) records will be developed for those high-risk activities that occur in the workplace.
- ii. All Shire personnel involved in these activities shall have received relevant training and be deemed competent once JSAs have been developed

2.7 Risk and Hazard Management

- i. The standard for the Shire of Wiluna is to ensure that all health and safety risks are eliminated, or where this is not reasonably practicable, minimised by the application of controls.
- ii. All risks associated with our workplace activities shall be documented on the Risk Register once developed
- iii. OSH risk management training shall be provided to staff.

2.8 Incident and Accident Reporting

- i. All incidents and hazards at the Shire of Wiluna must be recorded and investigated.
- ii. Records of incidents and injuries are maintained and are used for analysis and updating the risk register.

2.9 Monitoring and Review

Company will undertake routine monitoring of its operations to verify OSH performance and compliance against regulatory and other requirements.

2.10 Workplace Inspections

Company will undertake workplaces inspections on a regular basis. The completion and review of the workplace inspection records is managed by the Chief Executive Officer.

2.11 Purchasing

OHS and other purchase specifications shall be identified and risk assessments shall be completed with appropriate skilled personnel prior to purchase.

2.12 Emergency Response

- i. Potential emergency situations will be identified and emergency procedures put in place.
- ii. Emergency procedures will be distributed to all staff and contractors.
- iii. Emergency response exercises will be performed annually to test the effectiveness of the established procedures.

Shire of Wiluna Policy Manual

3. Policy Implementation

This policy is to be implemented through the procedures established by the Shire of Wiluna, which have been designed to provide the highest level of safety for both employer and employee.

3.1 Breach of this Policy

Failure to comply with the principles of this policy, or with the supporting procedures and forms, could result in appropriate disciplinary actions, suspension and termination of employment (dismissal), fines, penalties or imprisonment.

3.2 Policy Review

This policy must be reviewed annually.

3.3 Dissemination of Policy

The Shire of Wiluna OSH Policy and company OSH information is communicated to staff, contractors and visitors through the following:

- i. Staff meetings and/or toolbox meetings
- ii. Targeted emails or other written communications (e.g. letters, memos) to staff and contractors
- iii. Safety induction program
- iv. Safety manuals/safe operating procedures/safe work instructions

3.4 Document control

- i. The Shire of Wiluna OSH documentation is available to employees and contractors either electronically or hardcopy.
- ii. New OHS documentation and changes to existing documentation will be developed in accordance with new laws and regulations. OHS documentation is regularly reviewed to ensure currency and compliance.
- iii. Documentation include the OSH Policy, procedures, guidelines, information sheets, forms and other records.
- iv. The Chief Executive Officer is responsible for the maintaining OHS documentation.

3.5 Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer.

Each employee at the Shire of Wiluna is accountable ensuring that they personally comply with the requirements of this policy.

Managers and supervisors are responsible for ensuring compliance with this policy by managed/supervised staff.

Shire of Wiluna Policy Manual

3.6 Related Documents

a) Primary Legislation

- i. *Occupational Safety and Health Act 1984 (State)*

Shire of Wiluna Policy Manual

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:	2019

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.

Shire of Wiluna Policy Manual

POLICY:	DRUG AND ALCOHOL POLICY
POLICY NO:	7.1
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	22 FEBRUARY 2017 RES 028/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Drug and Alcohol Policy

Policy Statement

The Shire of Wiluna's Commitment

The **Shire** and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the **Shire** in any capacity.

The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises

Employees who buy, take, or sell drugs on **Shire** premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager and disclose any side effects that these medication/drugs may cause.

Shire of Wiluna Policy Manual

Consumption of Alcohol on the Premises

Except in situations where the **Shire** holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee.

- The Local Government will allow an employee to access any accrued personal or annual leave they are undergoing treatment, and
- The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- encourage their people to make alternative arrangements for transport to and from work prior to the function;
- ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- if the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or make other arrangements); and
- if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment & Testing

If the **Shire** has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Shire of Wiluna Policy Manual

If the **Shire** suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a representative of the **Shire**.
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantification of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the **Shire** may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The **Shire** may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

To ensure staff's compliance to this policy and met its obligations under the Occupational Safety and Health legislation the Shire may undertake compulsory random drug and/or alcohol testing of its employees at times during normal working hours.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the **Shire**.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help.

The **Shire** engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling

Consequences of Breaching this Policy

An employee engaged by the **Shire** who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Shire of Wiluna Policy Manual

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Disciplinary Policy
- Grievances, Investigations, & Resolutions Procedure (where applicable)

Shire of Wiluna Policy Manual

POLICY:	DISCRIMINATION, HARASSMENT & BULLYING
POLICY NO:	7.2
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	22 FEBRUARY 2017 RES 028/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Discrimination, Harassment and Bullying Policy

Policy Statement

The Shire of Wiluna and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Wiluna in any capacity.

Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement. The Shire of Wiluna acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The Shire of Wiluna and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;

Shire of Wiluna Policy Manual

- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

Sexual Harassment

The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984 (Cth)* provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress; and
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

Shire of Wiluna Policy Manual

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle or family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

Reasonable Management Action

The Shire of Wiluna has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- The establishment and regular use of performance management systems;
- The setting of reasonable performance targets and deadlines;
- Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- Issuing a lawful and reasonable direction to an employee to complete a work task;
- Preparing and amending a roster for employees;
- Transferring an employee to a different work location for operational reasons;
- Implementing organisational change;

Shire of Wiluna Policy Manual

- Informing an employee about inappropriate behaviour in a confidential manner; and
- Taking disciplinary action against an employee.

Other Behaviours not Considered to be Bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Additionally bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety,

What are the Ways in which Bullying can Occur?

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied?

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

Roles & Responsibilities

To ensure the intent of this policy is realised, various roles within the Shire of Wiluna must assume certain responsibilities.

The Employer

The Shire of Wiluna will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

Shire of Wiluna Policy Manual

All the Organisation's Employees

Employees are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- follow all policies and procedures of the Shire of Wiluna;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
- treat all employees fairly and with respect.

Support

The Shire of Wiluna engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see Human Resources for details of the Employee Assistance Provider.

Consequences of Breaching This Policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Wiluna's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Grievance Policy
- Grievance Procedure

Shire of Wiluna Policy Manual

POLICY:	GRIEVANCES, INVESTIGATIONS & RESOLUTION
POLICY NO:	7.3
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	22 FEBRUARY 2017 RES 028/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Grievances, Investigations & Resolution Policy

Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Wiluna in any capacity.

Roles

Complainant – A employee who raises a complaint about a matter regarding the workplace.

Respondent – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

Support Person – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Manager's Manager.

Shire of Wiluna Policy Manual

The employee who receives the complaint must contact the Chief Executive Officer and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

- **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Wiluna may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;
- **Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;
- **Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
- **Timely** – The Shire of Wiluna aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
- **Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
- **Natural Justice** – The principles of natural justice provide that:
 - A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
 - A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
 - anyone involved in the investigation should be unbiased and declare any conflict of interest;
 - decisions must be based on objective considerations and substantiated facts; and
 - the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
- **Procedural Fairness** – The principles of procedural fairness provide that:
 - the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
 - A Respondent is entitled to receive verbal or written communication from the Shire of Wiluna of the potential consequences of given forms of conduct, as applicable to the situation;
 - The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;

Shire of Wiluna Policy Manual

- Any mitigating circumstances presented to the Shire of Wiluna through the grievance process are investigated and considered;
- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint, that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Wiluna for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Wiluna 's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Discrimination, Harassment, & Bullying Policy
- Code of Conduct
- EEO Policy

Shire of Wiluna Policy Manual

POLICY:	GRIEVANCES, INVESTIGATIONS & RESOLUTION
POLICY NO:	7.3 (Addendum)
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	22 FEBRUARY 2017 RES 028/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Grievances, Investigations & Resolution Procedure

Procedure

The following procedure, based on the principles outlined in the Grievances, Investigations & Resolution Policy, is to be used in the resolution of any complaint. A complaint should be dealt with internally in the first instance where reasonable and practicable. The aim of this procedure is to resolve the complaint as quickly and confidentially as possible.

First step – Self Resolution

A Complainant should attempt to resolve the issue directly with the person(s) concerned in the first instance. The Complainant should identify the specific conduct which has caused offence, explain the impact of that conduct on them, and request that the conduct stops. In some circumstances, the Respondent may be unaware that their behaviour offends the Complainant. These actions should be taken as soon as possible.

If the Complainant is not comfortable attempting to resolve the issue directly with the Respondent, if their attempts to resolve the issue are unsuccessful or if the issue is deemed sufficiently serious, the Complainant should seek guidance from Human Resources on the options available to the Complainant. The Complainant has the choice whether to proceed with their complaint at that stage and the complaint can be withdrawn at any stage. If a complaint is withdrawn and the Shire of Wiluna deems that matter to be sufficiently serious, it may continue to investigate the complaint even if it has been withdrawn.

Informal Complaint Procedure

A complaint can be dealt with on an informal basis where:

- the allegations are not deemed sufficiently serious, for example interpersonal conflict or potentially amount to a minor breach of some Local Government policies, procedures and guidelines (Policies);
- the Complainant is reluctant to lodge a formal complaint; or
- the Complainant and the Respondent work together closely on a regular basis and the preservation of the employment relationship is paramount.

Shire of Wiluna Policy Manual

The informal complaint procedure may be approached as follows:

- The Complainant should approach their line manager to outline their concerns, the desired outcome and any ideas for resolution of the complaint.
- The Complainant's manager will explain the various options open to the Complainant for the resolution of the complaint.
- If the Complainant chooses to proceed with the complaint, the Shire can either:
 - arrange for a mediation between the Complainant and the Respondent; and/or
 - meet with the Complainant and the Respondent separately to discuss the issues and explore possible solutions; and/or
 - write to the Complainant and the Respondent to obtain further information about the complaint and to explore potential solutions.

If the matter is resolved to the satisfaction of all parties, the matter will be concluded. If the matter is not resolved, the manager will determine whether any further action is required. All meetings with the Complainant and the Respondent should be documented and any correspondence between the parties should be retained on a confidential basis by the Shire.

Formal Complaint Procedure

A complaint should be dealt with through the formal complaint procedure where:

- the complaint involves sufficiently serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, breaches of Local Government policies or breach of *the Local Government Act 1995 (WA)*;
- the complaint involves a particularly sensitive or personal matter; or
- a formal complaint procedure is deemed appropriate in the circumstances by the manager and Chief Executive Officer.

Submitting a Formal Complaint

A formal complaint should be made in writing and include the following information:

- the Complainant's name and contact details;
- details of the specific incident or issue being complained about;
- if the complaint is about a person(s)), the identity of the Respondent/Respondents and their relationship to the Complainant;
- the names of any witnesses who were present during the specific incident or who have first-hand knowledge of the issue being complained about;
- the outcome the Complainant is seeking; and
- any action that has already been taken in an effort to resolve the issue.

Shire of Wiluna Policy Manual

Preliminary Inquiry

Before commencing a formal investigation, the relevant Manager are able to conduct a preliminary inquiry if further information about the complaint is required to determine the level of seriousness involved. The purpose of a preliminary inquiry is to:

- obtain details about the complaint and assess the seriousness of the allegations;
- determine the level of factual dispute;
- assess whether there is sufficient evidence to proceed to a formal investigation; and
- determine whether the Shire of Wiluna should proceed with an investigation or refer the matter to an external authority. It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, potentially breaches the *Local Government Act 1995* or may need to be dealt with by the Corruption and Crime Commission.

Full Investigation

If deemed necessary, the relevant Manager may require a formal investigation to be conducted. The Shire of Wiluna can elect to appoint a person from outside the Shire of Wiluna to conduct the formal investigation or an appropriate Shire of Wiluna employee may conduct the investigation (the Investigator).

The role of the Investigator is to collect information about the complaint and make findings about whether any allegations are able to be substantiated. The Investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether any further action against the Respondent is warranted. The depth and scope of the investigation will depend on the nature of the complaint, however, as a general guide the following should be covered by the investigation report:

- the circumstances of any allegations made;
- a list of allegations made by the Complainant, the Respondent's response to the allegations and whether any of the allegations are substantiated;
- outline where any policies or legislation have been breached;
- evidence stemming from the complaint include any documentation such as emails; letters and signed witness statements; and
- any mitigating circumstances that have been presented through the investigation on behalf of the Respondent.

Outcome and Action

The outcome of the investigation will dictate whether any disciplinary action may be warranted. Whether any disciplinary action is required will be at the discretion of the relevant manager in consultation with Chief Executive Officer. Any disciplinary action will be taken in accordance with the Disciplinary Policy.

Shire of Wiluna Policy Manual

Substantiated Complaints and Potential Outcomes

Outlined below are some examples of actions that may be taken after a formal complaint is investigated and outcomes have been substantiated.

- apology from the Respondent to the Complainant (written or oral/verbal);
- agreement from the Respondent that the behaviour will not be repeated;
- a Respondent can be issued with a verbal or written warning;
- transfer, demotion or termination of the Respondent's employment;
- counselling of the Complainant and/or Respondent;
- implementation of a training program; or
- changes to the Shire of Wiluna's Policies.

Frivolous or Vexatious Complaint

If a complaint is found to be deliberately vexatious or malicious after an investigation, the employee making that complaint may be subject to disciplinary action, including but not limited to, termination of employment.

Other Resources

An investigation into a complaint may require the Shire of Wiluna to utilise resources from outside the organisation to help resolve the situation, including:

- an Employee Assistance Program (EAP);
- use of an independent investigator; or
- use of an independent mediator.

Variation to this Procedure

This procedure may be amended from time to time. All the Shire of Wiluna 's employees will be notified of any variation to this policy by the normal correspondence method.

Shire of Wiluna Policy Manual

POLICY: EMPLOYMENT WITH THE SHIRE

POLICY NO: 7.4

SECTION: HUMAN RESOURCES

COUNCIL MEETING HELD & ADOPTED: 22 FEBRUARY 2017
RES 028/17

DATE TO BE REVIEWED: 2019

The purpose of this document is to explain how the CEO who is the employer of staff for the Shire, will determine the suitability of potential candidates for employment. The following procedures have been introduced to encourage openness and fairness to the Shire's recruitment practices.

1. Selection Criteria

Each position description will contain the list of skills, knowledge and personal attributes that will be the basis on which the Shire will select a successful candidate.

Although the selection criteria is job specific there will be standardised criteria that will be included in all position descriptions, see below for details:

a) Mandatory Standard Conditions

1. National Police Clearance,
2. Medical Certificate,
3. 'C' Class WA Drivers Licence (or equivalent),
4. Ability to work in both in a team environment and unsupervised,
5. Developed interpersonal skills,
6. Ability to support and embrace the Shire's cultural values,
7. Process a positive 'can do' attitude
8. Knowledge of safe work practices and the willingness to comply with the Shire's OSH policies and procedures,

b) Job Specific Conditions

1. Working with children check,
2. Ability to comply with the Shire's Record Keeping Plan,
3. Ability to take direction,
4. Appropriate Class of WA Drivers Licence,
5. Other requirements the CEO believes to be necessary to efficiently and effectively undertake the duties of the position.

Candidates must address, in writing each selection criteria item that is contained in the position's position description. Failure to comply with this requirement will likely resulting in the candidate being excluded from further consideration of their application.

Shire of Wiluna Policy Manual

2. Resume / Curriculum Vitae (CV)

An updated Resume must also be included with a candidate's application. The Resume should include the following items:

- Brief work history,
- At least two recent work related referees,
- Contact details, and
- Any other information that will support the candidate's suitability for the position.

3. Covering letter

A covering letter should be included with any application. The purpose of the letter is to give a brief overview of the candidate's suitability for the position. The letter should also include why the candidate is applying for the position.

4. Job Vacancy Awareness/Advertising

To ensure the Shire gives an equal and fair opportunity to all potential candidates the following procedures will be used to promote vacant positions to the general community:

- Permanent positions/appointments will generally require public advertising to the general public. However, the Shire may still appoint permanent staff to another position to encourage multiskilling and career development.
- Appointments to Casual and/or Acting positions do not require prior advertising.
- Advertising will generally be displayed in the following locations:
 - Notice Boards,
 - Shire's Website,
 - Monthly Newsletter, and
 - The West Australian newspaper (when required).

5. Work Environment

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislation of the above items.

Cultural Values

All employees are expected to work within the values and display the following behaviours:

Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.

Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.

Leadership: Involve staff in decision making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.

Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

Shire of Wiluna Policy Manual

All current and future employees are expected to adhere to the above Values.

6. Local Employment Opportunities

The Shire acknowledges that there is a need to support its local community with assisting residents to become job ready. However, it is not possible to simply appoint untrained and/or inexperienced workers to specialised and/or professional positions. There will always be a need for the Shire to recruit staff from around the State to fill vacancies.

The Shire needs to also consider its capacity to support workers who are not currently job ready, due to its limited resources. As a general rule, the Shire will focus on the recruitment of job ready employees. However, the Shire will endeavour to provide assistance whenever possible, in support of local residents with their endeavours to become job ready.

7. Canvassing of Councillors

Any candidate who has been found to have actively canvassed Councillors to gain employment with the Shire will be automatically disqualified from consideration for employment.

Section 5.41(g) of the Local Government Act establishes that the CEO has sole responsibility for employment matters, it is not the function of the Council or Councillors:

5.41. Functions of CEO

The CEO's functions are to:

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);

In terms of the Councillors apparent attempt to influence the recruitment process, Regulations 7, 9 and 10 of the Rules of Conduct Regulations are likely to apply; a breach of these Rules may result in a minor breach complaint to the Local Government Standards Panel. The Rules are:

- Regulation 7—Securing personal advantage or disadvantaging others
- Regulation 9—Prohibition against involvement in administration
- Regulation 10—Relations with Local Government employees

The purpose for disqualifying any candidate who canvasses Councillors is to discourage this practice and therefore ensure the Shire's recruitment practice is fair and open to all, as well as ensuring Councillors are not exposed to any potential risks associated with non-compliance of the Local Government Act 1995 and associated regulations.

8. Selection process (Full-Time or Part-Time Employees)

Below is the basic steps that the Shire will undertake in a publicly advertised selection process:

- a) Advertising the vacancy,
- b) Evaluation of applications after advertising period has closed,
- c) Select suitable candidates for interview,
- d) Conduct interviews,
- e) Contact referees of the preferred candidate, and
- f) Offer the position to the preferred candidate after reference checks.

The above procedure may not apply if the CEO believes he/she has already a suitable candidate who is currently working for the Shire. This is to promote a working environment that is encouraging and supportive of career development and progression.

Shire of Wiluna Policy Manual

~~When a Casual, Acting or otherwise temporary employee has already gone through a previous publicly advertised selection process (see above), and the CEO believes they would be a suitable candidate for a full time or part time position, then they may be appointed to a full or part time position without following the above selection process.~~

Recommended to delete

Shire of Wiluna Policy Manual

POLICY:	DISCIPLINARY POLICY
POLICY NO:	7.5
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	23 MARCH 2017 RES 043/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Disciplinary Policy

Policy Statement

The **Shire of Wiluna** may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

Application

This policy applies to all employees who work at **Shire of Wiluna** including contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

Commitment

The **Shire of Wiluna** is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with **Shire of Wiluna** policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer **or other appropriate senior manager** or other more senior positions in that Department's reporting line. The authorising officer may only approve disciplinary action after consultation with Chief Executive Officer.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of **Shire of Wiluna** policy and procedures including, but not limited to:

- breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently attending for work late or producing a poor quality or work; or
- inappropriate personal behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, Cultural Values or wilfully disobeying a lawful instruction.

Shire of Wiluna Policy Manual

General Disciplinary Principles

The following principles will apply to any disciplinary action taken.

- **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances, Investigations & Resolution Policy and Procedure.
- **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.
- **Confidential:** All parties must keep matters related to a disciplinary process confidential.
- **Fair and impartial:** The **Shire of Wiluna** strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to:
 - the health or safety of a person; or
 - the reputation, viability or profitability of the **Shire of Wiluna's** organisation;
- the employee, in the course of the employee's employment, engaging in:
 - theft; or
 - fraud; or
 - assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the **Shire of Wiluna's** Policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- **Written warning** – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.

Shire of Wiluna Policy Manual

- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the **Shire of Wiluna** has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the **Shire of Wiluna's** discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the **Shire of Wiluna's** Grievances, Investigations, and Resolutions Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the **Shire of Wiluna's** Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the **Shire of Wiluna** has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Managing and Developing Performance Guideline
- Grievances, Investigations, and Resolutions Policy
- Grievances, Investigations, and Resolutions Procedure
- Code of Conduct

Shire of Wiluna Policy Manual

POLICY:	ICT USAGE
POLICY NO:	7.6
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	23 MARCH 2017 RES 043/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

ICT Use Policy

Policy Statement

Effective security is a team effort involving the participation and support of every **Shire of Wiluna** employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term “employee/s” shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

General Use of ICT Equipment

- While **Shire of Wiluna**’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of **Shire of Wiluna**. Because of the need to protect **Shire of Wiluna**’s network, the confidentiality of personal (non-work-related) information stored on any network device belonging to **Shire of Wiluna** cannot be guaranteed; and
- A degree of personal use is allowed on the **Shire of Wiluna**’s equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
 - Personal use should be conducted either before or after contracted hours of work or authorised breaks;
 - Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
 - Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
 - Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
 - If there is any uncertainty regarding acceptable personal use, then employees should consult their supervisor or manager for guidance.

Shire of Wiluna Policy Manual

- For security and network maintenance purposes, authorised individuals within **Shire of Wiluna** may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
- **Shire of Wiluna** reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by **Shire of Wiluna** staff should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the **Shire of Wiluna's** style guide or as otherwise advised by Communications/Public Relations Officer.

Security and Proprietary Information

- All information stored on the **Shire of Wiluna's** corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance;
- Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with **Shire of Wiluna's** advice from the ICT Team;
- All devices connected to the **Shire of Wiluna's** computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- People must use caution when opening files received from unknown senders.

Unacceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising **Shire of Wiluna** ICT systems or resources.

System and Network Activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the **Shire of Wiluna** or the end user;
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the **Shire of Wiluna** or the end user does not have an active license;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;

Shire of Wiluna Policy Manual

- Revealing your account password to others or allowing use of your account by others;
- The **Shire of Wiluna's** equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager and also the ICT Team;
- Making fraudulent offers of products, items, or services, or running private business interests via any **Shire of Wiluna** equipment, device or account; and
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass **Shire of Wiluna's** network security measures;
- Interfering with any other user's account, by whatever means; and
- Using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the **Shire of Wiluna's** network or systems for the purpose of generating unsolicited communications;
- Providing information about, or lists of the **Shire of Wiluna's** employees to parties outside **Shire of Wiluna** or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of **Shire of Wiluna**; and
- Communicating in a manner that could be construed as making statements or representations on behalf of **Shire of Wiluna** without the **Shire of Wiluna's** express permission to do so; and

Shire of Wiluna Policy Manual

Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

Remote Access

Users with remote access should be reminded that, when they are connected to the **Shire of Wiluna's** network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the **Shire of Wiluna's** corporate equipment and systems. That is, their machines need to connect and communicate reliably with the **Shire of Wiluna's** network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the **Shire of Wiluna's** system:

- Family members must not violate any of the **Shire of Wiluna's** policies, perform illegal activities, or use the access for outside business interests;
- The device that is connected remotely to the **Shire of Wiluna's** corporate network should be secure from access by external non-**Shire of Wiluna** parties and should be under the complete control of the user;
- The use of non-**Shire of Wiluna** email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of **Shire of Wiluna** business, thereby ensuring official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the **Shire of Wiluna's** networks via remote access technologies should have up-to-date anti-malicious-code software.

Provision and Use of Mobile Phones and Information/ Communication Devices

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the **Shire of Wiluna** and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the **Shire of Wiluna** should be through the **Shire of Wiluna's** server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

Consequences of Breaching This Policy

- Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The **Shire of Wiluna** may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Shire of Wiluna Policy Manual

- Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the **Shire of Wiluna** s employees will be notified of any variation to this policy by the normal correspondence method. All users of the organisations ICT are responsible for reading this policy prior to accessing the organisations ICT.

Statement of Understanding

I confirm that I have received a full copy of the **Shire of Wiluna**'s ICT Use Policy, and I understand that that I must comply with the terms and conditions contained within it.

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Related Corporate Documents

- Code of Conduct
- Social Media Use Policy

Shire of Wiluna Policy Manual

POLICY:	SOCIAL MEDIA
POLICY NO:	7.7
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	23 MARCH 2017 RES 043/17
DATE TO BE REVIEWED:	2019

SHIRE OF WILUNA

Social Media

Policy Statement

The **Shire of Wiluna** understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the **Shire of Wiluna**.

This policy applies to all employees and contractors (whether paid or unpaid) at **the Shire of Wiluna** who access social media for professional or social purposes whether via personal devices or those supplied by the **Shire of Wiluna**.

Social Media means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; YouTube, and Foursquare.

Social Media Use for **Shire of Wiluna** Purposes

The **Shire of Wiluna** may direct specified employees to use social media for **Shire of Wiluna** purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the Chief Executive Officer may use social media for **Shire of Wiluna** purposes.

If a person is provided with express permission by the Chief Executive Officer to use social media s/he must provide information that is truthful, accurate and in the interests of the **Shire of Wiluna**. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

Shire of Wiluna Policy Manual

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online;
- Be polite and respectful of other opinions;
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the Chief Executive Officer should always be aware that the **Shire of Wiluna** may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the Chief Executive Officer if s/he is ever unsure about stating or responding to something on a social media site.

Records Personal/Private Use of the Shire of Wiluna's Corporate Sites

An employee cannot comment on behalf of the **Shire of Wiluna** unless expressly authorised by the Chief Executive Officer. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the Chief Executive Officer (or his/her authorised delegate) must be made.

A person of the **Shire of Wiluna** is able to share links that the **Shire of Wiluna** has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government.

Personal/Private Use of Non-Shire of Wiluna Sites

Employees at the **Shire of Wiluna** are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the **Shire of Wiluna** and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the **Shire of Wiluna**, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

Shire of Wiluna Policy Manual

Variation to this Policy

This policy may be cancelled or varied from time to time. All the **Shire of Wiluna's** employees will be notified of any variation to this policy by the normal correspondence method. All users of social media (be it for personal or professional purposes) within the organisation are responsible for reading this policy prior to accessing social media.

Statement of Understanding

I confirm that I have received a full copy of the **Shire of Wiluna's** Social Media Policy and I understand that I must comply with the terms and conditions within it.

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Related Corporate Documents

This policy should be read in conjunction with the ICT Use Policy and the Code of Conduct.

Shire of Wiluna Policy Manual

POLICY:	WORKPLACE SURVEILLANCE
POLICY NO:	7.8
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	11/10/2017 RES. 154/17
DATE TO BE REVIEWED:	2019

Workplace Surveillance Policy

Policy Statement

Surveillance may be deployed within the workplace in order to protect the assets and equipment of the **Shire of Wiluna** and improve community and employee safety.

This policy outlines the deployment of workplace surveillance in the **Shire of Wiluna**.

The Shire of Wiluna's Commitment

The **Shire of Wiluna** is committed to providing a safe environment for its employees and the community in which unlawful, antisocial, and inappropriate activity is kept to a minimum while respecting the individual rights to privacy. The **Shire of Wiluna** will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the *Surveillance Devices Act 1998 (WA)*.

Electronic Surveillance Devices

The **Shire of Wiluna** may deploy electronic surveillance devices to protect assets, equipment and people through the recording of unauthorised, unlawful, inappropriate, or dangerous activity/incidents.

The **Shire of Wiluna** may deploy fixed and mobile cameras (of either motion/CCTV or still variety) in areas where assets or equipment are stored or commonly used, or in high risk work areas. Cameras may be placed in, around, or to view fixed or mobile locations.

Cameras should be placed in unobtrusive positions covering the area to be protected.

Cameras must not be placed inside toilets or change rooms, residences, or in such as position as to view inside these premises.

The **Shire of Wiluna** will erect signs to inform employees and community members that cameras are in use.

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there is risks associated with the tasks being carried out by an employee or where the Local Government has a need to monitor and protect that vehicle or equipment.

Staff Management

The **Shire of Wiluna** will not deploy workplace surveillance for the general management of the **Shire of Wiluna's** employees. However, if any workplace surveillance demonstrates an employee acting in an antisocial, inappropriate, or unlawful manner, the **Shire of Wiluna** may use this information for disciplinary or other appropriate action.

Shire of Wiluna Policy Manual

Review and Retention of Images

Images that indicate unauthorised or inappropriate activity, either through a record of that activity or due to interference with the camera, are to be referred to the Chief Executive Officer. The Chief Executive Officer will retain the images and any associated information in a secure, confidential location.

Confidentiality

Unless otherwise approved by the Chief Executive Officer, image information or data recorded is to be discussed only with the Chief Executive Officer, or Deputy Chief Executive Officer. No information regarding the location of surveillance devices or images recorded is to be released or discussed with any other person, except with the approval of the Chief Executive Officer or if required by law.

Consequences of Breaching this Policy

Any person engaged by the **Shire of Wiluna**'s found to have breached this policy may be subject to disciplinary action or dismissal, as appropriate. Criminal charges may also be applied, where appropriate.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Statement of Understanding

I confirm that I have read and understood the **Shire of Wiluna**'s Workplace Surveillance Policy. I understand that it is a condition of my employment or engagement with the **Shire of Wiluna** that I consent to, and must comply, with, the terms and conditions contained within this Policy.

Please do not sign this document unless you fully understand the contents and requirements.

Person's Printed Full Name

Person's Signature

Date

Please forward signed copy to the Human Resources Team.

Shire of Wiluna Policy Manual

POLICY:	CORPORATE UNIFORM, DRESS CODE & HYGIENE AT WORK
POLICY NO:	7.9
SECTION:	HUMAN RESOURCES
COUNCIL MEETING HELD & ADOPTED:	28/02/2018 RES. 014/18
DATE TO BE REVIEWED:	2019

Corporate Uniform, Dress Code, & Hygiene at Work Policy

Policy Statement

The type of clothing and standard of dress for the **Shire of Wiluna**'s employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

Commitment

The **Shire of Wiluna** is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity about personal clothing and hygiene standards. For this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Wiluna** in any capacity.

Standards of Dress (Staff Uniform)

The Chief Executive Officer is authorised to set the standards of dress including the style, design, logo and colour of the staff uniform.

Compulsory Uniform/Protective Clothing

The **Shire of Wiluna** may require employees to wear a uniform. Usually, a compulsory **Shire of Wiluna** uniform will be provided at no cost to the employee. In some cases, an allowance may be provided for the purchase and maintenance of a uniform. The following applies about the compulsory wearing of **Shire of Wiluna** uniforms:

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear;
- If an employee's uniform is damaged, the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform; and

- Uniforms will remain the property of the **Shire of Wiluna**. Employees who are ceasing work with the **Shire of Wiluna** must return their uniforms before the completion of their final working day.

Additional Requirements Relating to Protective Clothing

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the **Shire of Wiluna**. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

Wearing of Uniform out of Hours

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform, they are recognised as representing the **Shire of Wiluna**. Employees must adhere to the **Shire of Wiluna's** Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol while wearing a **Shire of Wiluna** uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act inappropriately while wearing a uniform may face disciplinary action.

Acceptable Standards of Dress

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is a smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing is worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery.

An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer.

Casual Dress Days

On "casual dress" days, "smart casual" is the minimum required standard. Further guidance is available from the respective line manager.

Unacceptable Standards of Dress

The following items are unacceptable at the **Shire of Wiluna**:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory; and

- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

Uniform Allowance

A uniform allowance for indoor employees, following successful completion of probation period:

- Full-time employees - \$500,
- Part-time employees - \$300.

The above allowance is only claimable if the employee purchase a Shire of Wiluna approved uniform.

Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene while at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

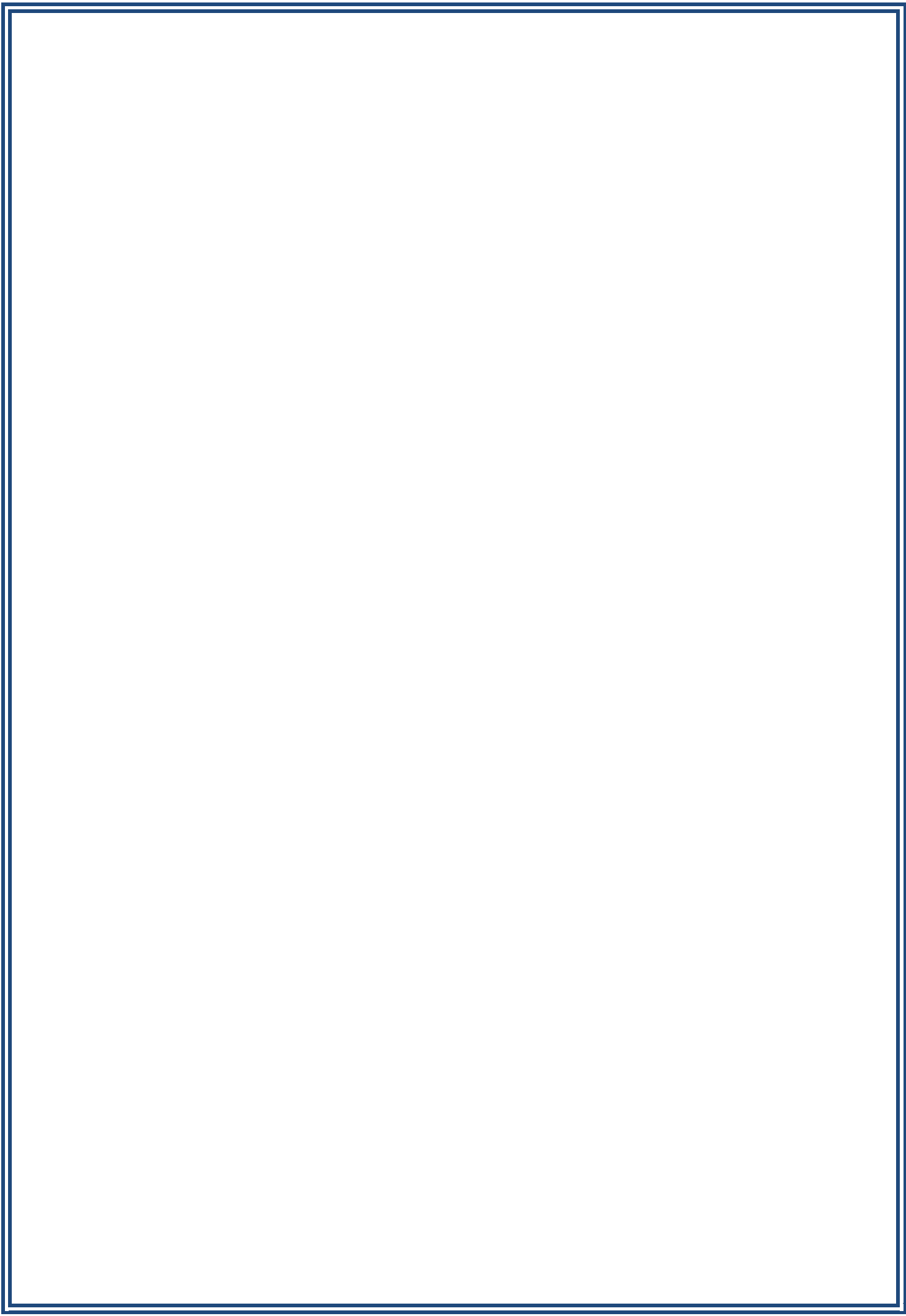
Consequences of Breaching This Policy

This policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the **Shire of Wiluna**. People who breach the policy may also be personally liable for their actions.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Policy Number	7.9
Policy Version	1
Policy Owners	
Creation Date	Feb 2018
Next Review Due	This policy should be reviewed every 2 years or more often where circumstances require.





November 29, 2018

Mr Colin Bastow
CEO
Shire of Wiluna
PO Box 38
Wiluna, WA, 6646

Dear Colin,

QUOTE: G2230 – Wiluna FM radio retransmission options.

Further to your recent email, I am pleased to provide the following options to supply and install equipment to retransmit FM radio service at Wiluna.

Below are three options. Given the remoteness of Wiluna and the associated costs with getting a technician to site in the event of a fault, I have included remote manageability in options 2 and 3. I have also included a self-install option 1A using professional decoders if the budget is tight.

Option 1: Supply and install two professional satellite decoders that have the capacity for remote management. This option does not include the necessary hardware for remote management. However, additional components could be added later to manage two FM radio service head-ends (signal reception management only).

Option 2: This option is to supply and install a signal reception and distribution head-end for all four FM radio services and can be remotely interrogated and managed. This option does not include new transmitters. Therefore, only the head-end (signal reception) would have the capacity for remote intervention.

Option 3: This option is to supply and install four new transmitters with remotely manageable units and build a signal reception and distribution head-end that can also be remotely interrogated and managed. Therefore, this option offers the capacity for complete system remote intervention.

NOTE: None of the above options include any antenna system works as we are of the understanding that the antenna systems (both the receive satellite dish antenna and transmit dipole antenna) are both in good order.

The cost summary below does not include any ACMA license preparation or applications for renewals. We strongly recommend that all ACMA radio retransmission licenses are bought up to date. We can assist with this if required.

Domestic decoders:

While we can supply new domestic satellite decoders, we do not recommend using these in re-transmission situations where reliability is required.

Domestic decoders are prone to dropping off channel, volume fluctuations, electrical interference and generally require regular replacement. They offer no remote manageability. They are not intended to operate continuously for 24 hours 7 days a week.

PO Box 310, Petrie, QLD 4502

Ph 07 3103 0477 e: admin@stra.com.au w: www.stra.com.au

ACN 151797009

Description of service: Option 1. (see also self-install Option 1 A below)

2 x Professional satellite decoders with CI card reader, CVBS AV out, Ethernet capability and user interface.	
Authorised VAST card and cam unit x 2 for above	
Mounting Hardware, UPS, cabling and connectors	
Return airfares from Brisbane to Wiluna x 1 technician	
Freight/packing/mobilisation	
Installation & labour	
Planning/Consultancy/Administration/Expenses	
Totals (ex GST)	\$14,449.00
GST	\$1,444.90
Total including GST	\$15,893.90

Description of service: Option 1 A.

As the above installation is also the simplest, we would be happy to set up the two professional decoders, VAST cards and CAMS in our workshop and freight for self-installation. We would provide over the telephone assistance and could also log in to each receiver decoder remotely if a lap top computer with team viewer could be utilised locally.

Supply only 2 x pre-configured Professional satellite decoders with CI card reader, CVBS AV out with Ethernet capability.	
Authorised VAST card and cam unit x 2 for above	
Mounting Hardware, UPS, cabling and connectors	
Freight/packing	
Planning/Consultancy/Administration/Telephone assistance for set up	
Totals (ex GST)	\$9,949.00
GST	\$994.90
Total including GST	\$10,943.00

Description of service: Option 2.

4 x FM radio services, Professional satellite decoder head-end with multi service CI card reader, CVBS, AV out, Ethernet capability and user interface.	
Authorised VAST card and cam multi-service unit for above	
3G/4G modem, remote web switch and 3G/4G external antenna	
Mounting Hardware, UPS, cabling and connectors	
Return airfares from Brisbane to Wiluna x 1 technician	
Freight/packing/mobilisation	
Installation & labour	
Planning/Consultancy/Administration/Expenses	
Totals (ex GST)	\$19,980.00
GST	\$1,998.00
Total including GST	\$21,978.00

Description of service: Option 3.

4 x 100 Watt FM transmitters with Ethernet remote user interface	
4 x service Professional satellite decoders head-end with multi service CI card reader, CVBS, AV out, Ethernet capability and user interface.	
Authorised VAST card and cam multi-service unit for above	
3G/4G modem, remote web switch and 3G/4G external antenna	
Mounting Hardware, UPS, cabling and connectors	
Return airfares from Brisbane to Wiluna x 1 technician	
Freight/packing/mobilisation	
Installation & labour	
Planning/Consultancy/Administration/Expenses	
Totals (ex GST)	\$48,500.00
GST	\$4,850.00
Total including GST	\$53,350.00

PRICE VARIATION:

This quotation is firm for 30 days. Pricing may be subject to variation thereafter.

REMOTE MONITORING:

Radio transmission sites occasionally require remote intervention, particularly geographically remote sites. If remote monitoring is required, then a dedicated internet connection is necessary. STRA has included 3G/4G system hardware in the above Option 2 and Option 3 quotes. We have included the first year's remote management in these quotes.

STRA can provide this monitoring service and system intervention each year thereafter if required.

Our annual fees for this service would be: \$2,750.00 plus GST

Please advise if this is required and we will provide a quote for this addition.

If the Shire of Wiluna establishes a dedicated internet connection to the site of the radio re-transmission equipment, then we can waive the annual Telstra fees and remote system management on-line log in fees of approximately \$500 per annum.

ASSUMPTION:

This quote is provided on the assumption that an equipment rack in an air-conditioned hut, office or building is available to house this equipment. It is also assumed that there are no faults with the receive or transmit antenna systems or power supply.

OUR TERMS:

- A deposit of 50% is required on all goods/services above \$5,000.00 for equipment procurement. An official purchase order is also required.
- Balance payable within 7 days of installation or commissioning of service. Prior to lodgement of any subsidy payment documents.
- 12 months manufacturer warranty and STRA after sales support.
- Annual remote site monitoring is offered separately as detailed above.
- Inclement weather clause. Should weather conditions prevent access to the transmission site or safe access to the tower/s, access road or building STRA will invoice any additional required accommodation, travel and expenses costs plus \$800 per day.
- The contents of this document are deemed by STRA to be Commercial-in-confidence and as such is to be held confidential by the Council and its staff and not disclosed to competitors of STRA or third parties unless written authorisation from STRA is provided.

If you have any questions please do not hesitate to call me.

Kind regards,



Glenn Welsh
Managing Director

