

# Shire of Wiluna

## **CONFIRMED MINUTES**



**Ordinary Meeting of Council**

**Wednesday 6 July 2011**

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**MINUTES**

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

The Meeting was opened at 12.00pm.

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

John Kyanga (President)  
Stacey Petterson (Councillor)  
Jim Quadrio (Councillor)  
Chris Webb (Councillor)

Samantha Tarling (Chief Executive Officer)  
Laurie Bresland (Works Manager)

Apologies from Cr Harris

*The scheduled meeting for 22 June 2011 was cancelled prior to taking place due to advance notification of a lack of a quorum. The meeting was rescheduled to take place on 6 July 2011.*

**3. Response to Previous Public Question Taken on Notice**

Nil

**4. Public Question Time**

Nil

**5. Applications for Leave of Absence**

Nil

**6. Notations of Interest**

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

CEO declared an Impartiality Interest in Item 10.1.3.- Chief Executive Officer request for Long Service Leave during the period 11 August – 18 October 2011 inclusive.

**6.2. Financial Interest Local Government Act Section 5.60A**

CEO declared a Financial Interest in Item 12 – CEO Appraisal and Employment Contract.

### 6.3. Proximity Interest Local Government Act Section 5.60B

Nil

## 7. Petitions and Deputations

Toro Energy presented on the status quo of the mining exploration for uranium at the Toro site and the ERMP that will be forwarded to the State Government for approval.

Councillors asked about the commitment to housing staff in the town and Toro replied that four executive houses would be the most proposed due to feedback from the community that having a mining camp or the equivalent in town would interfere with the culture of the town. This was questioned due to councillors having not heard this feedback in the past. Toro also advised that it was not financially viable to build up to fifty houses in Wiluna as first touted.

## 8. Confirmation of Minutes of Previous Meeting

<b><i>OCM 57/11 Council Decision and Officer Recommendation</i></b>
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**MOVED** Cr Webb

**SECONDED** Cr Petterson

8.1. The Minutes of the Meeting held on 25 May 2011 be accepted as a true record of that meeting

**CARRIED 4/0**

## 9. Announcement Presiding Member without Discussion

The Minister for Transport and Housing, Hon Troy Buswell, MLA, together with Ken Bastion MLC and Vince Catania MLA and two advisors, visited Wiluna this morning. The Minister was taken on a tour of the town and a drive on the Goldfields Highway to highlight the road's low standard compared to Shire roads.

The Minister advised that the visit was valuable for him because he had not realized the Portlink proposed road options of Wiluna to Great Northern Highway would see them start in the middle of nowhere (5km past Magellan mine) and finish in the middle of nowhere (5km outside Kumarina). He acknowledged this was to the detriment of the communities of Wiluna and Meekatharra when the alternative route of sealing the Goldfields Highway can see these two communities connected. The Minister will discuss this with the Premier.

The Minister acknowledged the sealing of a route to the Great Northern Highway was a flagship priority in the Mid West Development Commission Investment Plan and the Government are considering the options on where this road would eventually be routed. He advised the cost of sealing the Goldfields Highway versus creating a new road was a cheaper option and the

one hour extra travel time for freight companies was minimal and could be argued in favour of the economic and social benefits to the broader community.

The matters of a weekly bus service from Kalgoorlie to Wiluna and the sub-standard RPT service were also discussed. The Minister was receptive and positive about helping the Shire find solutions to the matters raised.

The Minister requested the Shire write to him and outline the problems being experienced with the RPT and he will look at it holistically to see if it can be resolved to benefit the whole community.

Councillors discussed this matter after the Minister had left and were committed to seeing if the commute airlines for mining companies could assist in the overall solution to the reduced RPT service days and customer service level. It was decided that before other agencies and mining companies were invited to have a round table discussion, the Shire would await the Minister's response.

The Minister presented a number of solutions in regard to the bus service, one being the funding be given to the Shire or private operator in town and this stimulates the local economy by creating a local business. The Minister will respond in writing with different options and further discussion will ensue.

## 10. Reports of Officers and Committees

### 10.1. Chief Executive Officer Reports

<b>10.1.1. Subject/Applicant:</b>	<b>Status Report</b>
File:	Various
Reporting Officer:	Samantha Tarling, Chief Executive Officer
Date of Report:	13 June 2011
Disclosure of Interest:	Nil

#### **Purpose**

The purpose of this report is for council to receive the CEO's status report and endorse the CEO's actions and recommendations.

#### **OCM resolutions update**

**File Ref: 00100**

In accordance with the Shire of Wiluna Local Law Standing Orders 1999 the CEO is to report outstanding resolutions to keep Council informed of status.

No resolutions are outstanding at this time.

**Temporary Closure of Tjukurba Art Gallery**  
**File Ref: 00550**

Tjukurba Art Gallery Manager, Heather Charlton will be leaving us on Friday, 22 July 2011. In consultation with the DCEO and Art Gallery Manager, I recommend that the Gallery be closed except to tourists in the short term. Officers are currently in discussions with an experienced relief Art Gallery Manager but she will not be available until September.

Currently, except for a few artists, the use of the Gallery has been minimal. The tourist season has also been very slow and closing of the gallery is not likely to have too many adverse consequences in the short term.

An audit of the Gallery operations has been commissioned and as part of that work, I have asked that a cost benefit analysis be carried out to enable me to inform council about the options in maintaining the Gallery in its current operation

or changing it in accordance with the indigenous art market demands and the community development benefits and opportunities.

**DAPS Training**  
**File Ref: 00420**

The Department of Planning will undertake DAP training for both Local Government (LG) staff and local DAP members for all 18 Shires within the Midwest JDAP.

Training will be undertaken on Thursday, 21 July 2011 at the Queen Elizabeth Centre, Geraldton. LG staff DAP training will cover LG roles and responsibilities and will commence at approx 9am to 11am. DAP - nominated councillor training will commence at approx 11:30am to 4pm. Light lunch and refreshments will be provided. Attendance is compulsory for nominated DAP members (DAP regulation 30).

The Department will confirm the above training arrangements, in writing, to all LG's and to nominated local DAP members.

All LG staff and nominated local DAP members must make their own travel arrangements to Geraldton, at the LG's cost. However, all nominated DAP members who successfully complete training are entitled to be paid a \$400 training fee, once appointed by the Minister (DAP Regulation 30).

At the April OCM Council resolved that it:

Nominate Councillor Webb and Councillor Petterson as the Delegates and Councillor Kyanga, Councillor Harris and CEO as Deputies respectively, for a two (2) year term as the Shire of Wiluna nominees for the Development Assessment Panels.



**Meeting with Auditor during Local Government Week**  
**File Ref: 00130**

A meeting with the Auditor has been arranged for Wednesday, 3 August 2011 commencing at 10.00am at the Auditor's office. This meeting will last for approximately 1 hour. The GVROC breakfast meeting will be from 7.30 – 9.30am on the same morning.

**Meeting with the Minister for Transport**  
**File Ref:00181**

Minister, Troy Buswell has changed his plans to meet with the President and CEO in Perth on Monday, 27 June 2011. He now advises he will travel to Wiluna on Wednesday, 6 July 2011 to meet with CEO and councillors for a meeting at 12 – 1.00pm. The Minister will not be staying for lunch as he has a commitment for lunch at his next unknown destination.

Accompanying the Minister will be:

- Joey Armenti, Principal Policy Adviser
- Michael Buba, Principal Policy Adviser
- Alan O'Brien, Policy Adviser – Main Roads

The CEO has advised the Minister, we would like to discuss the sealing of the Goldfields Highway, Skipper's RPT commitments and below par customer service to the town and the possibility of a weekly bus service being provided to Wiluna from Kalgoorlie.

**Meeting with the Minister for Regional Development**  
**File Ref:00181**

Minister, Brendon Grylls has responded positively to a request to meet with the Shire to discuss the sealing of the Goldfields Highway. He has confirmed Tuesday, 2 August 2011 at 11.00am is a convenient time for him to meet with all councillors and the CEO at the Minister's Office, Level 9 Dumas House. Hon. Wendy Duncan will also make herself available to attend.

This will be the week that the CEO and councillors were planning to travel to Perth on Tuesday, 2 August 2011, to attend the Local Government Week. It is recommended that all councillors attending Local Government Week attend this meeting and drive out of Wiluna on Monday, 1 August 2011. Council is asked to give the CEO direction on their preferred asap to allow for the accommodation to be booked on the Monday night and secure the same hotel as is booked for the remainder of the week.

**Whole of Local Government Forum with the Minister  
File Ref:00332**

On 12 May 2011 the President and CEO travelled to Perth to attend the Whole of Local Government Forum with Minister Castrilli.

Minister Castrilli has provided preliminary reports compiled from the activities on the day. See Appendix C, lilac pages.

**2011 Proposed Electoral Boundaries for WA  
File Ref:00024**

The Electoral Distribution commissioners published their proposals for changes to electoral boundaries in WA in a special edition of the Government Gazette on 10 June 2011. See Appendix D (white page) of map showing new boundaries.

Communities affected by the boundary change are invited to submit a response to the changes. Submitting objections to the boundary changes closes at 5pm Monday, 11 July 2011.

Wiluna will now be in the seat of North West Central (Vince Catania, MP) and no longer Kalgoorlie (John Bowler, MP).

For council's consideration.

Council was satisfied with the proposed changes and did not wish to submit an objection.

**Census  
File Ref:00153**

Attached at Appendix E (yellow page) is an article that outlines reasons why having a successful collection of census data applies to communities and local governments particularly.

The CEO sought interested parties to do the census and Dominique Allis from our depot has opted to do it with the help of a couple of helpers. This will be carried out as employees of the Census.

To ensure a good turnout on census night I will liaise with Ms Allis to provide as much assistance from the Shire as can be afforded to achieve the desired outcome. One of the measures will be to allow the training room to be open on census night to allow on-line census forms to be completed with the help of the census personnel.

**Management Framework and Financial Planning - LGMA Integrated  
Planning Master Class  
File Ref:00196**

The Minister for Local Government in Western Australia intends to amend the *Local Government Act 1995* and regulations to ensure that asset management planning and long term financial planning, within the context of integrated planning, become standard business practices for all local governments.

The development of this Framework and supporting Guidelines reflects a national move towards improving asset management capability within the local government sector.

The Framework has been developed to assist local governments plan and manage their assets so that the long term aspirations of their communities can be reached. It highlights the fundamental link between asset management, long term financial planning and strategic planning and will provide local governments with direction on ensuring adequate integration.

CEO, DCEO and Works Manager have participated in the Planning Master Classes in Perth over the past two months.

**OCM 58/11 Council Decision and Officer Recommendation**

**MOVED** Cr Webb

**SECONDED** Cr Petterson

That Council receive this report and endorses the CEO's recommendations and actions.

**CARRIED 4/0**

<b>10.1.2. Subject/Applicant:</b>	<b>Equal Employment Opportunity claim against the Shire – James Alagappan</b>
File:	00244
Reporting Officer:	Samantha Tarling, Chief Executive Officer
Date of Report:	13 June 2011
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to inform the Council that the Equal Opportunity complaint that was brought to the Council's attention at the Council meeting on 10 December 2010 and recorded in the minutes has been settled.

**Background**

On 10 December 2010 the CEO informed the Shire about the Equal Opportunity Claim that was lodged against the Shire by former employee

James Alagappan, alleging unlawful discrimination in employment on the ground of religious conviction.

The CEO informed the Council that the matter had been directed to the State Administrative Tribunal by the Equal Opportunity Commission, and that a Mediation Conference had been scheduled for 24 January 2011.

The CEO's representative, Allion Legal, attended the mediation conference on the Shire's behalf and the CEO remained contactable by telephone in case she should need to be dialled into the mediation conference.

At the mediation conference various options were discussed and there was general agreement between the parties that there should be some attempt to resolve the matter without having a court hearing.

Mr Alagappan put some suggestions to the Shire's representative as to how he thought the matter could be resolved. He sought no financial compensation but requested various remedies such as a formal apology from the Shire by way of the CEO and a clarification of the Shire's position on religious practices in the workplace to be issued to all Shire staff.

The mediation was deferred until 9 February 2011 to allow the Shire's representative to take instructions from the CEO. The CEO instructed Allion Legal to put a formal offer to Mr Alagappan and this offer was made on 31 January 2011.

### **Comment**

The Shire has:

1. Agreed to remove but not destroy the relevant file note and written warning from Mr Alagappan's employee file;
2. Issued a formal apology letter on behalf of the Shire to Mr Alagappan for any distress caused to him by the CEO's application of the Shire's policy in relation to equal opportunity in the workplace. See Appendix F (caramel pages), and
3. Issued a clarification note to staff of the Shire outlining the relevant section of the *Equal Opportunity Act* 1984 and clarifying the Shire's position on the implementation of the Act in the workplace. See Appendix G (pink pages).

### **Consultation**

Allion Legal  
EEO Commission

### **Statutory Environment**

Equal Opportunity Act 1984  
State Administrative Tribunal Act 2005

### **Policy Implications**

Shire of Wiluna Code of Conduct  
Equal Opportunity and Harassment Policy

### **Financial Implications**

Legal costs of \$15,000 have been budgeted for in the 2010/11 budget. Costs have amounted to approximately \$16,251.48 to date. However it is not envisaged that any further costs will be incurred in relation to this matter.

### **Strategic Implications**

Strategic Plan 2009-14, Key Priority – Leading Wiluna, Strong Leadership, Governance and Planning.

### **Voting Requirements**

Simple Majority

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### ***OCM 59/11 Council Decision and Officer Recommendation***

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**MOVED** Cr Petterson

**SECONDED** Cr Webb

That Council:

1. Receive the report for information; and
2. Endorse the CEO's actions.

**CARRIED 4/0**

<b>10.1.3. Subject/Applicant:</b>	<b>Chief Executive Officer request for Long Service Leave during the period 11 August – 18 October 2011 inclusive.</b>
File:	Personnel
Reporting Officer:	Samantha Tarling, Chief Executive Officer
Date of Report:	13 June 2011
Disclosure of Interest:	Impartiality Interest

### **Purpose**

The purpose of this report is to request Council support the Chief Executive Officer's (CEO) request for long service leave during the period 11 August – 18 October 2011 inclusive.

### **Comment**

The CEO commenced working for the Town of Bassendean on 12 May 1999 and ended that in March 2008 when she started with Shire of Wiluna on 17 March 2008.

Ten years service was reached on 11 May 2009, however, this was not an opportune time for the CEO and Shire of Wiluna to grant long service leave due to the CEO only being in the position for 15 months and the strategic planning process having been commenced in March 2009.

An officer is entitled to 13 weeks long service leave in respect of each ten years' continuous service that she completes in accordance with the Local Government (Long Service Leave) Regulations.

In accordance with the regulations, the Long Service Leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.

The CEO, with council's endorsement, is happy to take the remainder of the Long Service Leave in 2012.

The rates applicable at the time the leave fall due in 2009 are prescribed under the Local Government (Long Service Leave) Regulations. The Town of Bassendean are responsible to pay for the time applicable whilst in their employment. These monies have been received and banked by the Shire of Wiluna.

### **Statutory Environment**

Local Government Act 1995, Section 5.48 and Long Service Leave Regulations

### **Policy Implications**

Policy 2.11, Leave Deferrment states:

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.

The CEO didn't formalise any previous arrangement with the council except to gain verbal agreement. The CEO will be paid the LSL at the rate applicable when the leave fall due.

### **Financial Implications**

The LSL will be budgeted for in the 2011/12 budget.

### **Strategic Implications**

Strategic Plan 2009-14, Key Priority – Leading Wiluna, Strong Leadership, Governance and Planning

### **Voting Requirements**

Simple Majority

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**OCM 60/11 Council Decision and Officer Recommendation**

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**MOVED** Cr Webb

**SECONDED** Cr Quadrio

1. Approve the Chief Executive Officer's Long Service Leave between the period 11 August – 18 October 2011 inclusive; and
2. Approve the CEO taking the remainder of her Long Service Leave at a future date and before March 2013 at an approved period yet to be authorised by the council at the rate applicable when the Long Service Leave fall due.

**CARRIED 4/0**

<b>10.1.4. Subject/Applicant:</b>	<b>Confirmation of Acting Chief Executive Officer for the period 11 August to 18 October 2011 inclusive</b>
File:	00220
Reporting Officer:	Samantha Tarling, Chief Executive Officer
Date of Report:	14 June 2011
Disclosure of Interest:	Nil

### **Purpose**

The purpose of this report is for Council to approve the appointment of Mr Tony Doust as Acting Chief Executive Officer for the period 11 August to 18 October 2011 inclusive.

## **Background**

Mr Doust was the Acting CEO whilst the CEO had annual leave for the period 7 July to 20 August 2010 inclusive and has been working with the Shire since that time up to the present time and is across the Shire's operations.

## **Comment**

The appointment of Acting CEO is required under Section 5.44 (2) of Local Government Act 1995. It states, "a delegation under this section is to be in writing.....provided in the instrument of delegation".

Mr Doust will have a hand over with the CEO between Monday, 25 July 2011 and onwards, up until the time she goes on leave.

Mr Doust will live in Unit B Trenton Street behind the shire offices and his house will be cleaned on a weekly basis at council's cost. He will be responsible for food and preparation of his meals.

He will have the use of the CEO vehicle in his time as Acting CEO.

His wife Elinor will come with him on his stay. The CEO has authorised Elinor Doust be employed as a casual administration officer in the time that Mr Doust is the acting CEO.

## **Consultation**

Nil

## **Statutory Environment**

The appointment of Acting CEO is required under Section 5.44 (2) of Local Government Act 1995. It states, "a delegation under this section is to be in writing.....provided in the instrument of delegation".

## **Policy Implications**

Nil

## **Financial Implications**

The CEO agreed to the following terms with the Acting CEO for the period 11 August to 18 October 2011 inclusive whilst the CEO is on long service leave:

1. \$100 per hour x 40 hours per week. Paid as an employee.
2. 9% superannuation will be paid
3. Paid return airfares to Perth, to return to Boyup Brook to fulfil his duties as a councillor at the Boyup Brook Shire in the third week of the months of August, September and October 2011. (Council staff will book this upon Mr Doust's arrival and instruction.)



The terms and conditions have been budgeted for in the 2011/12 budget.

### Strategic Implications

Nil

### Voting Requirement

Simple majority

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**OCM 61/11 Council Decision and Officer Recommendation**

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**MOVED** Cr Petterson

**SECONDED** Cr Quadrio

That the appointment of Mr Tony Doust as Acting Chief Executive Officer for the period 11 August to 18 October 2011 inclusive be approved and the terms and conditions negotiated by the CEO be endorsed.

**CARRIED 4/0**

<b>10.1.5. Subject/Applicant:</b>	<b>Walking Away from Uranium Mining</b>
File:	00085
Reporting Officer:	Samantha Tarling, CEO
Date of Report:	15 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is to seek council's direction in responding to a request to provide assistance to the organisers of 'Walking Away from Uranium Mining' rally to be started in Wiluna Friday, 19 August – Sunday 21 August 2011.

### Background

At the September OCM council resolved that Council adopts the following official position on uranium mining:

"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.

### **Comment**

The Walk for a Nuclear Free Future is a grassroots awareness raising and non violent action based campaign to ban uranium mining in WA. This event is being organised by Footprints for peace, WA Nuclear Free Alliance and Anti-Nuclear Alliance of WA, Conservation Council of WA and Ban Uranium Mining Permanently.

The groups are inviting the Shire of Wiluna and community to take part in the event that will be a 1250 kilometre walk from Wiluna to Perth. The 'Walk Away from Uranium Mining' group will gather in Wiluna on Friday, 19 August 2011 and begin the walk on Sunday 21 August 2011 to BHP Yeerlirrie mine. See further details in Appendix H (ivory pages).

The Shire and community are being asked to support the event by:

1. providing overnight accommodation for the walk camp;
2. provide a dinner, breakfast, morning or afternoon tea;
3. organise media through local paper, TV or radio; and
4. participate in the walk.

The request for accommodation at a Shire facility would cause disruption to the Shire's operation and is recommended that this not be supported. The CEO has contacted the organisers and advised them of an alternative available facility that will cause little disruption and have put them in contact with the NAHS who manage the Old Sport and Recreation Hall.

The request for providing a community bbq would cause undue pressure on staff resources and the Shire is not in the business of undertaking event organising for other agencies or not-for-profit groups, likewise for the request for arranging media attention to the event.

### **Statutory Environment**

Nil

### **Policy Implications**

Position on Uranium Policy

### **Financial Implications**

Should Council agree to partake in the organisation of the event as requested the cost would include staff time and this would equate to approximately \$3,000.

### Strategic Implications

Strategic Plan 2009-14, Key Priority – Leading Wiluna, Strong Leadership, Governance and Planning.

### Voting Requirements

Simple Majority

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**OCM 62/11 Council Decision and Officer Recommendation**

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**MOVED** Cr Quadrio

**SECONDED** Cr Webb

That Council:

Advise the organisers of the 'Walking Away from Uranium Mining' rally to commence in Wiluna on Friday, 19 August – Sunday 21 August 2011, that the Shire is not in a position to support the event as requested due to competing priorities of the Shire's resources.

**CARRIED 4/0**

### 10.2. Principal Environmental Health Officer and Building Surveyor Report

Nil

### 10.3. Deputy CEO Reports

<b>10.3.1. Subject/Applicant:</b>	<b>Status Report</b>
File:	Various
Reporting Officer:	Linda Butterly - Deputy Chief Executive Officer
Date of Report:	16 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is for council to receive the Deputy Chief Executive Officer report and endorse the actions and recommendations.

### Occupational Safety & Health (OSH) Workshops File Ref: 00100

Kyle Waters from Local Government Insurance Service (LGIS) spent a week in Wiluna during late May and delivered the OSH Rights & Responsibilities training to all staff and managers.

The training was an introduction to all staff and will be followed up with ongoing OSH awareness and development throughout the year. We have

encourage staff to elect a OSH Representative who can assist in the week-to-week process of identifying risks and hazards that require attention and to also remind staff of their own responsibilities in the workplace.

A draft Safety Manual has been developed and will form an integral component to a Staff Induction Manual.

**Regional Partnership Agreement – Industry Partners Meeting**  
**File Ref: 00008**

The Industry Partners of the Wiluna RPA recently met with representatives from the federal government FaHCSIA, DEEWR and the Minerals Council of Australia (MCA) to discuss the way forward for all RPA's in Australia.

The current status is that FaHCSIA has offered to pay fifty per cent of the RPA budget with the view that industry is to fund the other fifty per cent. Any funds coming from FaHCSIA is to be administered through the MCA.

The Wiluna industry partners have indicated their objections to the current offer and all agree that given they have fully funded the RPA over the past two years with some excellent success they are reluctant to have government come in and prescribe what should be done in Wiluna.

Dr John Yeats (Chair) will be compiling a letter for the MCA and FaHCSIA from the Industry representatives outlining their position.

**OCM 63 /11 Council Decision and Officer Recommendation**

**MOVED** Cr Petterson

**SECONDED** Cr Webb

For Council to receive the Deputy Chief Executive Officer's information report and endorse the Officer's actions.

**CARRIED 4/0**

<b>10.3.2. Subject/Applicant:</b>	<b>Occupational Safety &amp; Health Policy and Fitness For Work Policy</b>
File:	00551
Reporting Officer:	Deputy Chief Executive Officer – Linda Butterly
Date of Report:	22 June 2011
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is to recommend to Council the adoption of:

1. The Occupational Safety and Health Policy, and

2. The Fitness for Work Policy as requirements under the Occupational Safety and Health Act 1984 and Regulations 1996; Worker's Compensation and Rehabilitations Act 1981; Local Government Act.

## **Background**

### **1. Occupational Safety & Health Policy**

The Shire of Wiluna's Occupational Safety and Health policies and procedures define the minimum safety requirements and standards. These standards and requirements apply to all employees, contractors and visitors to our workplaces. Compliance is compulsory.

The Policies are set to ensure that every employee and contractor works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The Shire of Wiluna acknowledges a duty of care to:

- Provide and maintain a safe working environment.
- Provide adequate training, instruction and supervision to enable employees
- to perform their work safely and effectively.
- Investigate all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009, Codes of Practice and Guidance Notes.

The Shire of Wiluna has developed a Safety Manual as an integral component of a staff workplace induction process.

## **Occupational Safety and Health Policy**

**Shire of Wiluna Policy Manual**

Adopted – June 2011

<b>POLICY:</b>	<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>
<b>POLICY NO:</b>	<b>2.26</b>
<b>SECTION:</b>	<b>ADMINISTRATION AND FINANCE</b>
<b>COUNCIL MEETING HELD:</b>	<b>22 JUNE 2011</b>
<b>DATE TO BE REVIEWED:</b>	<b>JANUARY 2012</b>

The Shire of Wiluna regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers.

The Policy of the Shire of Wiluna is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009, Codes of Practice and Guidance Notes.

Employees have a duty of care to:

- Work with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Report hazards, accidents, incidents and near misses to their supervisor.
- Co-operate positively in the fulfillment of the obligations placed on their employer.
- Assist in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

## **Fitness for Work Policy**

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Wiluna.

This policy applies to all Shire of Wiluna premises and work sites including, mobile plant and vehicles and applies to all employees, including office and managerial staff.

The Shire of Wiluna acknowledges that employee and public safety is a priority. As part of the Occupational Safety and Health (OSH) program the Council undertakes to provide a safe work environment. Accordingly, Council will implement reasonable precautions and assistance to ensure that no one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following:

- Alcohol and other Drug Use
- Emotional Stress/Overload
- Fatigue/Illness
- Psychological Impairment
- Occupational Health and Safety Issues

## **Definitions**

Impaired work performance is a sudden or gradual deterioration in personal functioning at work. Other definitions relevant to this document are as follows:

- Misuse                      The inappropriate use alcohol and other drugs
- Alcohol                     Any beverage containing alcohol
- Consumption              Eating, drinking or using of alcohol, drugs or illegal substances
- Counselling                Advice or guidance for psychological difficulties
- EAP                          Employee Assistance Program
- Fatigue                     Mental or physical tiredness
- Illicit Drugs                Non prescription drugs
- Illness                      State of bad health or sickness
- Possession                 To have as one's property
- Licit Drugs                 Medications obtained on a Doctor's prescription or over the counter that can affect behaviour and/or performance
- Screen                      Test to detect the presence of a substance

The Shire of Wiluna believes that early intervention in assisting individuals who are experiencing deficiencies in their work performance can cause valuable employees to deal with a situation that may place them and fellow employees at risk.

An Employee Assistance Program (EAP) will be offered in order to support the effected employee. All matters pertaining to *fitness for work* will be treated with the utmost confidentiality.

### **Testing in the workplace**

The Shire of Wiluna has explored a range of drug & alcohol testing regimes (urine versus saliva) supported by Australian Standard's testing equipment and Pathology.

Any testing done by an employer in the workplace which gives a positive reading must also be sent to a 'workplace drugs of abuse' testing centre (Pathology) for confirmation. In addition, any staff member selected to perform workplace testing must also be an accredited "Drugs of Abuse Collector".

1.27 (See Appendix.I, peach pages)

If this policy is adopted it will become Policy 2.27 'Fitness for Work' in the Shire Policy Manual.

Council's Option are:

Option one:

For the Shire of Wiluna to select and train an employee to be responsible for all workplace drug & alcohol testing. This employee is also responsible for the 'chain of custody' and management of forwarding on positive test result to a Laboratory for confirmation.

Option Two:

To engage Western Diagnostics Pathology to provide an Occupational Pathology Testing Service to the Shire of Wiluna and its employees. This testing can be arranged in the following format:

- Initial 'blanket' drug and alcohol testing of all employees
- Four 'randomly selected' employee testings throughout the year, and
- End of year 'blanket' drug and alcohol testing of all employees.

### **Consultation**

LGIS

WALGA – Workplace Relations

ChemCentre – Workplace Drug Testing

NAHS – Chris Webb

Western Diagnostics Pathology



## Statutory Environment

Occupational Safety and Health Act 1984 and Regulations 1996  
Worker's Compensation and Rehabilitations Act 1981  
Local Government Act 1995

## Policy Implications

The Shire of Wiluna's Occupational Safety and Health policy and procedures define the minimum safety requirements and standards. These standards and requirements apply to all employees, contractors and visitors to our workplaces. Compliance is compulsory.

## Financial Implications

Option One:

- Breathalyser instruments: \$900 + GST and freight - includes 300 tests. The instrument must be recalibrated about once every 6 months at a cost of \$100 per service.
- Urine testing kits (Box of 25) - \$425 + GST - plus an additional \$65per test for confirmation – plus freight & charges.
- Saliva instant tests (Box of 25) - \$700 + GST plus an additional \$85per test for confirmation – plus freight & charges.
- Nationally recognised AQTF 'Drugs of Abuse Collector' training is available in Perth at \$550 per person + GST and associated travel and accommodation.

Option Two:

- Western Diagnostics Pathology – Specimen collection on-site
  - \$50 + GST per hour, per WDP staff member (min 3 hrs)
  - All other hours worked \$65 + GST per hour per WDP staff member
  - Travel time billed as worked hours
  - Mileage @\$0.65/km + GST
  - Any accommodation, transport, meals will be billed at cost.

## Voting Requirement

Simple Majority

**OCM 64/11 Council Decision and Officer Recommendation**

**MOVED**

**SECONDED**

For Council to adopt the:

1. Occupational Safety and Health Policy as shown above;
2. The Fitness for Work Policy as shown in the attachments; and
3. The Shire of Wiluna engages the services of Western Diagnostics Pathology to conduct the workplace drug and alcohol testing.

**OCM 64/11 Council Decision and Officer Recommendation**

**MOVED CR QUADRIO**

**SECONDED CR WEBB**

That council refer the report back to officers for the CEO to seek legal advice on the matter of whether the policy can bind staff who live in Shire houses, out of work hours and the report be reconsidered at the August OCM.

**10.4. Manager Finance & Administration Reports**

<b>10.4.1. Subject/Applicant:</b>	<b>Accounts Paid by Authority</b>
File:	00020 Vol 2
Reporting Officer:	Glenn Deocampo – Manager, Admin & Finance
Date of Report:	14 June 2011
Disclosure of Interest:	Nil

**Purpose**

In accordance with the Financial Management Regulations a list of accounts paid by the Chief Executive Officer is presented to Council to be adopted.

**Background**

The list of accounts for the period ending 31 May 2011 are listed as Appendix A – Blue pages

**Consultation**

Nil

**Statutory Environment**

Local Government (Financial Management) Regulations 1996 – Regulations 13. (*Reprint 2: The regulations as at 17 February 2006*)

**Policy Implications**

Nil

**Financial Implications**

Nil

### Strategic Implications

Nil

### Voting Requirement

Simple majority

<b>OCM 65/11 Council Decision and Officer Recommendation</b>
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**MOVED** Cr Quadrio

**SECONDED** Cr Webb

That the accounts paid by authority for the period ended 31 May 2011 totalling \$663,841.80 be received, endorsed and incorporated in the Minutes of the meeting.

**CARRIED 4/0**

<b>10.4.2. Subject/Applicant:</b>	<b>Financial Report</b>
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	14 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is to seek Council's adoption of the Financial Reports for the period ending 31 May 2011.

### 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 reports for the period ending 31 May 2011 are listed as Appendix B (green pages).

### Comment

Nil

### Consultation

Nil

## Statutory Environment

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

## Voting Requirement

Simple majority

### **OCM 66/11 Council Decision and Officer Recommendation**

**MOVED** Cr Webb

**SECONDED** Cr Petterson

That Council adopt the Financial Reports for the period ending 31 May 2011 as presented.

**CARRIED 4/0**

## 10.5. Manager of Works Report

<b>10.5.1. Subject/Applicant:</b>	<b>NAHS Development Site – Lot 5001 and Sewerage Works</b>
<b>File:</b>	Lot 5501
<b>Reporting Officer:</b>	Manager of Works, Laurie Bresland
<b>Date of Report:</b>	14 June 2011
<b>Disclosure of Interest:</b>	Nil

### **Purpose**

The purpose of this report is to present to Council a proposal to undertake a joint partnership with NAHS to assist with the development of the Medical Facility and to cost share infrastructure.

### **Background**

Due to the development of the Shire housing block on Lot 963 Trenton Street, upgrading of the road and drainage will be required. Additionally, sewerage, water and power to the site is required.

After discussions with Richard Whittington, NAHS CEO it was evident that sharing the cost of the sewerage extension to Lennon Street would be beneficial to both the Shire and NAHS.

Other discussions involved the provision of the Shire providing approximately 8000m<sup>3</sup> of fill material from a gravel pit 12km north of Town on the North road to build the pad for the new medical centre.

The plans for the new medical centre site have been advertised for tender and show a sewer main being pumped up to Wells Street then down to

Lennon Street. Not only is this route longer, more expensive and not suitable, but impractical.

A far cheaper solution for the extension of the sewer would be to run it down Scotia Street, Jones Street, and connecting at Lennon Street. Not only is it more cost effective for NAHS, but it can be extended to accommodate the development of Council owned land bounded by Trenton Street, Jones Street and Wells Street.

NAHS and the Shire could joint share the cost, thereby reducing Council cost.

GHD are the consultant for NAHS and it would not cost a lot to get them to undertake a design for the NAHS and the Shire. A quotation will be sought to determine cost impacts. Currently survey is being undertaken for design purposes. The cost is estimated to at \$150,000.

Council has suitable fill material for the development of the site located approximately 12km on the North Road. This material could be sold to NAHS and Council could sub-contract the cartage and make a modest profit. This again is for Council consideration.

NAHS also approached the Shire with the view of Council staff undertaking the works, however, it is beyond the capabilities of the Shire's day labour. NGE Earthmoving has expressed interest in carting the fill material and doing the earth works, which will be between the contractor and NAHS.

### **Comments**

The joint sharing of the sewer extension will certainly save money for both the NAHS and the Shire and allow for more development for Council owned land. Additionally the sewer could be done under one contract, reducing administration costs and construction costs. Funds will be required in the 2011/12 budget to accommodate these works and when design is complete full costing will be determined and presented to Council.

The provision of material would also have a financial benefit for the Shire. It is considered appropriate to charge the fill material out at \$6.00 per m<sup>3</sup> which will allow for the clearing and rehabilitation of the source material and deliver a financial benefit totalling \$48,000.

<b><i>OCM 67/11 Council Decision and Officer Recommendation</i></b>
---------------------------------------------------------------------

**MOVED** Cr Quadrio

**SECONDED** Cr Petterson

### **That Council**

1. Approve the Manager of Works to liaise with NAHS and GHD consulting to undertake an ultimate design of the sewer to service both the NAHS site – Lot 5001 and Shire properties on Lot 963, Trenton Street.

2. That funds, be allocated in the 2011/12 budget to construct the sewerage extension on a shared basis with NAHS.
3. That bulk material from the Shire's gravel pit 12km north on North Road be sold to NAHS at \$6.00 per cubic metre at a total of \$48000 and any cartage be the responsibility of NAHS or as subcontracted to a Contractor.

**CARRIED 4/0**

<b>10.5.2. Subject/Applicant:</b>	<b>Tri Drive Prime Movers</b>
<b>File:</b>	00361
<b>Reporting Officer:</b>	Laurie Bresland-Manager Works
<b>Date of Report:</b>	June 2011
<b>Disclosure of Interest:</b>	Nil

### **Purpose**

The purpose of this report is to present to Council a proposal to not allow the use of Tri Drive Prime Movers on the Wongawol Road, Research Station Road and Jundee Road

The report will explain the issues in and around the use of Tri Drive Prime Movers.

### **Background**

Main Roads WA contacted the CEO to advise that they had issued permits for the use of Tri Axle Prime Movers on the Wongawol Road, Research Road and the Jundee Road. The correct process is for Council to approve or disapprove road permits, which had not occurred.

It is considered that Council need to know the full impact to our road asset by allowing permitted vehicles and oversize vehicles on our road network.

Council has received a report from Main Roads WA and Queensland Main Roads Department explaining various aspects and impacts of the use of Tri Drive Prime Movers. Tandem drive Prime movers have two sets of drive wheels whereby Tri Drive has three sets of drive wheels.

Tri Drive Prime Movers allow industry to carry heavier loads and therefore reducing operating costs, however there are some negative issues resulting from the use of Tri Drive Prime Movers.

Evidence associating these vehicles, with safety and road wear issues is concerning to Main Roads WA and further complicated by the different types of Tri Drive Prime Movers.

Main Roads WA have undertaken a comprehensive report compiled after extensive Field testing and computer modelling-

## Comments

The tests include the following:

**STEER TESTING**-Under steer is a critical safety issue. Serious accidents have occurred as a result of Heavy Vehicle understeering and over shooting tight corners. A standard Tandem drive Prime Mover was shown to understeer less than a Tri Drive Prime Mover.

**TRACTION**-Poor traction on grades can lead to wheel spin which chews up the road surface, therefore causing infrastructure wear. The Tri Drive was found even on bitumen surfaces to spin the wheels and lose traction with safety concerns expressed by the operator of the vehicle even when the Differential lock was engaged. On gravel surface this loss of traction could be quite dangerous.

**WEAR ON BITUMEN SURFACES**-It was found that Tri Drive Prime movers require larger intersections and it was found that "screwing" of the bitumen causes serious maintenance issues.

**WEAR ON GRAVEL SURFACE**-Due to the extra mass and screwing at intersections, Intersections would require upgrading

The Tri Drive Prime Mover report was commissioned by Main Roads WA and undertaken by Australian Road Research Board (ARRB group Ltd). The report expresses concern regarding vehicle safety and operational issues.

<b><i>OCM 68/11 Council Decision and Officer Recommendation</i></b>
---------------------------------------------------------------------

**MOVED** Cr Quadrio

**SECONDED** Cr Petterson

## That Council

1. Endorse the finding of the report that the negative impacts of the use of Tri Drive Prime Movers as contained in the report outweighs any foreseeable advantage to Council.
2. The CEO to contact Main Roads WA to advise that Council does not support the use of Tri Drive Prime Movers on any Shire roads.
3. That Main Roads WA be advised that the Shire require them to withdraw any permits currently in place for the use of Tri Drive Prime Movers in the Shire.

**CARRIED 4/0**

## 10.6. Committee Report

Nil

## 10.7. Council Information Bulletin

<b>10.7.1. Subject/Applicant:</b>	<b>Status Report</b>
File:	Various
Reporting Officer:	Heather Charlton, Art Gallery Manager
Date of Report:	15 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is for council to be advised of operations in the Art Gallery.

### **Geraldton Regional Art Gallery – ‘Connection 2 Place’ File Ref: 00464**

In partnership with Mid-West Art Centres, Yamaji and Wirnda Barna, Tjukurba Art Gallery is participating in the Connection 2 Place Exhibition, currently open at the Geraldton Regional Art Gallery. The opening night was very successful, with 156 attendees, and the quality of Birriliburu Artists prints are a stand-out.

### **501 Headsox File Ref: 00501**

The Headsox success story continues, with advice from the manufacturer that further distribution opportunities have become available, extending the potential market by up to 600 outlets nationwide.

The Art Gallery Manger met with the manufacturer while in Melbourne on annual leave, securing the licencing of our ninth design, and the first by a male artist.

<b>10.7.2. Subject/Applicant:</b>	<b>Status Report</b>
File:	00178
Reporting Officer:	Anton Knezevich, Sport and Recreation Manager
Date of Report:	15 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is for inform council of the operations in the Sport and Recreation Department.



### Healthy Safe Fun Wiluna

In accordance with the Strategic Plan Key Priority Area, Healthy Safe Fun Wiluna, the following programmed community events will be held in June and July.

18 June 2011 Girls Pampering night  
2 July 2011 Quiz night

In accordance with the Strategic Plan Key Priority Area, Healthy Safe Fun Wiluna, facilitate participation in State level games for Wiluna sports teams and players the following programmed community events were and will be held in June and July.

7 June 2011 Touch Rugby Wiluna vs. Jundee (Newmont won)  
14 June 2011 AFL Wiluna vs. Jundee (Wiluna won)  
18 June 2011 Girls Pampering Night  
25 June 2011 Ladies Night  
2 July 2011 Quiz Night

9 July 2011 Movie Night Double Feature outside  
10-15 July 2011 Dwellingup's Adventure Camp for girls

In accordance with the Strategic Plan Key Priority Area, Healthy Safe Fun Wiluna, facilitate participation in State level games for Wiluna sports teams - regular fortnightly touch rugby and AFL games between Wiluna and mine sites are being organised. Many Wiluna players show potential to be picked up by scouts for state team squads should they come onto their radar. Scouts visiting the area has not been happening in recent years, except for Ricky Grace and Peter Mateira's presence in the Wiluna.

### Leading Wiluna

#### Facilitate accredited and professional development training opportunities for staff

21- 22 June 2011 - The Week 8 program coaches are arriving in Wiluna to mentor the school teacher's and Sports Rec Staff with sports activities and drills targeted at specific age groups.

<b>10.7.3. Subject/Applicant:</b>	<b>Status Report</b>
File:	00087
Reporting Officer:	Debra McNeill, Tourism Officer
Date of Report:	16 June 2011
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is to inform Council of the progress on the Heritage Town Walk Trail interpretive signs installation.

Meedac staff and CDEP participants have had a break from the installation of the interpretive panel holders that are in the shape of goannas and can be seen around town. Both the northern and southern loop will be finished at the end of June.

The large cut outs of Canning and Beadell have been installed on the corner of Wotton and Wells Street and have been a huge hit with the tourists and local children.

The Information Bay and Town Park shelter pads are being prepared to have the shelters erected by the end of June. Once the shelter is erected in the Information Bay, a windmill and an animal drinking trough will be installed to complement the area. Further planning will take place thereafter to finish off beautifying the area and having a piece of equipment that represents the mining history of Wiluna.

**OCM 69/11 Council Decision and Officer Recommendation**

**MOVED** Cr Webb

**SECONDED** Cr Quadrio

For Council to receive the Council Information Bulletin reports.

**CARRIED 4/0**

**OCM 70/11 Council Decision and Officer Recommendation**

**MOVED** Cr Quadrio

**SECONDED** Cr Petterson

That council put a vote of thanks to the Art Gallery Manager for her years of service to the Shire and community and acknowledge her achievements in that time.

**CARRIED 4/0**

**11. Elected Members Motion of Which Previous Notice Has Been Given**

Nil

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

<b>12.1.</b>	<b>Subject/Applicant:</b>	<b>CEO Appraisal and Employment Contract</b>
	<b>File:</b>	Personal
	<b>Reporting Officer:</b>	John Phillips, Executive Manager 'Local Government Workplace Solutions' Western Australian Local Government Association
	<b>Date of Report:</b>	27 April 2011
	<b>Disclosure of Interest:</b>	Nil

# CHIEF EXECUTIVE OFFICER ANNUAL APPRAISAL

## REPORT

27 APRIL 2011

Ms Samantha Tarling

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#### 1.0 Background

The review of Ms Tarling's performance as the Chief Executive Officer of the Shire of Wiluna has been carried out in accordance with Council's statutory and contractual obligations and the terms of Ms Tarling's contract with the Shire, in particular the review has been conducted in accordance with sections 5.38 and 5.39(3)(b) and Regulation 18D of the Local Government Act 1995, which requires that:

The performance of the CEO be reviewed at least once a year;

The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review;

and,

A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The period of the review was March 2010 to 17 March 2011.

Elected members were provided with a copy of the Chief Executive Officer's 'Self-Assessment Report' for the review period, utilising Performance Criteria reflected in the list of "CEO Functions" as prescribed in S 5.41 of the Local Government Act (1995) and the strategies and actions contained in the Strategic Plan's five (5) Key Result Areas

The appraisal meeting was conducted on Wednesday 27<sup>th</sup> April 2011 in Council Chambers. This meeting was attended by all elected members and Ms Tarling and was facilitated by Mr Phillips.

## 2.0 Outcome of Review

Ms Tarling's performance was considered to meet the performance requirements for the position of Chief Executive Officer, and is commended for her efforts during the review period.

<b><i>OCM 71/11 Council Decision and Consultant Recommendation</i></b>
------------------------------------------------------------------------

**MOVED** Cr Quadrio

**SECONDED** Cr Webb

That Council:

1. **Receives** this Performance Review report and endorses the overall performance rating for the Chief Executive Officer, for the review period March 2010 to March 2011, of 'Satisfactory'.
2. **Adopts** the draft Key Result Areas and indicators for 2011.
3. **Schedules** the next review of performance to be commenced by 1<sup>st</sup> January 2012 and completed by 17<sup>th</sup> March 2012.
4. **Endorses** the offer of a further employment contract to Ms Tarling, effective from 17<sup>th</sup> March 2011 and ceasing on 17<sup>th</sup> March 2013.

Attachment 1: Draft Key Result Areas (2011/12)

<b>KEY RESULT AREA 1: PROUD WILUNA</b>
<b>Establish a cultural heritage centre promoting Wiluna's mining, pastoral and Indigenous history</b>
– Develop the site for the culture and heritage visitors centre
– Develop a range of exhibits and programs to promote Wiluna's heritage and history including oral histories as told by residents
<b>Support Martu traditions in the community</b>
– Support Martu business including 'back to country' trips through the artists program
– Support the community to provide Martu language classes
<b>Support community-generated initiatives</b>
– Work with the community to present annual awards that recognise and celebrate outstanding community leadership
– Establish a Community Events Sponsorship Program for projects lead by the community
<b>Review and improve library services and access to information</b>
– Review community needs for to access information and library services
– Provide free access to the Internet through the Training Centre
<b>Inform the community about current issues and events</b>
– Facilitate sustainable community events committees
– Distribute a regular community events calendar
<b>Provide arts and cultural activities</b>
– Provide an ongoing program of art exhibitions in the Tjukurba Art Gallery and in partnership with local mining companies
– Develop and provide an annual calendar of community events
<b>KEY RESULT AREA 2: GREEN WILUNA</b>
<b>Implement the Wiluna Streetscape Renewal Initiative</b>
– Upgrade streets and verges through tree planting and water reticulation
– Plant out verges with plants of country and improve directional street signage
– Engage local artists in street art projects
– Work with the community to identify names for all public buildings and facilities of cultural and historical significance
<b>Revitalise and maintain parks, playgrounds and the sports oval</b>
– Develop a parks and playgrounds strategy to guide the ongoing improvement of sports and recreational facilities
– Construct new shelters, seating, and BBQ's at selected locations in consultation with the community
– Upgrade the sports oval and ensure ongoing maintenance of grounds
– Develop an asset management plan for sport and recreational facilities
– Upgrade the Wiluna Information Bay
<b>Ensure all Shire roads and streets are maintained and safe</b>
– Develop and implement a five year road construction and maintenance program
– Undertake ongoing <i>Roads to Recovery</i> program initiatives

- Conduct annual road audits and report back to the community on achievements on an annual basis
- Conduct biennial footpath liability and condition surveys

**KEY RESULT AREA 2: GREEN WILUNA (Continued)**

**Maintain council owned buildings and facilities ensuring high standards of public safety and access**

- Conduct annual Shire building inspections and ensure corrective action is carried out in a timely manner
- Review and update a Local Government Municipal Heritage Inventory
- Review Council heritage site management to ensure compliance with the Heritage Act

**Plan and maintain transport infrastructure**

- Maintain the Wiluna Airport and Airstrip to ensure compliance with Australian standards
- Develop scenario plans for the Wiluna Airport and other transport infrastructure to ensure Council can respond strategically to developments in the mining and tourism industries
- Work in collaboration with GVROC to ensure opportunities for the development of rail freight infrastructure are maximised for the benefit of the community and local industry

**KEY RESULT AREA 3: GO AHEAD WILUNA**

**Lead revitalisation and renewal in Wiluna**

- Develop and implement a Town Centre Development Strategy
- Review the Town Planning Scheme 1 to Work with the State Government to release new land for small business
- Develop a Local Area Planning Strategy as a masterplan to guide town planning, land use and release, and use of Council owned buildings and facilities
- Work with neighbouring Council's, GVROC and Mid West Development Commission to identify new initiatives for Wiluna and the region
- Assess the requirements for Deep Sewerage resulting from increased land use

**Boost tourism planning and initiatives to promote Wiluna as a unique tourist destination**

- Construct a self-guided walk trail promoting cultural and historic sites
- Actively market Wiluna through regional and state-wide promotions
- Participate in regional tourism strategies
- Encourage local business to meet recognised standards to increase tourist visitor days in Wiluna
- Actively promote local tourism operators
- Encourage new tourism ventures

**Support small business in Wiluna**

- Encourage small business operators to work together through a 'Wiluna progress association'
- Respond to applications for development from business operators in a timely manner
- Develop and maintain a database to promote a listing of all commercial operators and contractors in the Shire

**Create employment opportunities for local residents**

- Actively promote job vacancies in the community to encourage local residents to apply for positions within Council
- Work with CDEP and community-based agencies to provide employment opportunities for local residents on Council-lead projects including the Wiluna Streetscape Renewal initiative
- Provide opportunities for local students participating in work experience programs

**Support the development of creative industries in Wiluna**

- Facilitate opportunities for artists and creative practitioners to promote and sell their work
- Establish partnerships between the Tjukurba Art Gallery and commercial art dealers
- Actively promote Wiluna creative businesses and artists

**KEY RESULT AREA 4: HEALTH, SAFE AND FUN WILUNA**

**Provide sports and fitness activities for the community**

- Deliver an expanded range of sports and fitness programs in partnership with the Ngangganawili Aboriginal Health Service through the Building Healthy Communities Program
- Facilitate participation in State level games for Wiluna sports teams and players
- Organise visits by elite athletes to Wiluna to mentor local players
- Work with the community to identify and provide ongoing sports and recreation activities
- Ensure professional management of the Wiluna fitness centre and encourage uptake of gym facilities in partnership with the Ngangganawili Aboriginal Health Service

**Improve and maintain Council owned sports and recreation facilities**

- Work with the community to improve the Recreation Centre including the repainting of the Centre using Martu and other community relevant designs
- Conduct a feasibility study for a water park and a skateboard facility

**Empower the community to live healthy and safe lifestyles**

- Provide support for families to strengthen life skills in maintaining healthy homes and managing finances
- Support the community to address housing issues and access relevant government services

**Effective environmental health management**

- Ensure effective control of mosquito population through a program of seasonal fogging
- Develop and implement the Council's Strategic Waste Management Plan
- Ensure effective canine management in accordance with the Dog Act
- Develop and implement a community education program in collaboration with the Keep Australia Beautiful Council around responsible waste management including recycling

**KEY RESULT AREA 5: LEADING WILUNA**

**Clearly communicate strategic direction and values of the organisation**

- Promote the 2009-2014 Strategic Plan through staff workshops and regular update sessions
- Align operational plans with the 2009-2014 Strategic Plan and ensure that day-to-day activities are focussed on the strategic direction of Council

**Build a culture of continual improvement across the organisation**

- Ensure effective systems are in place to monitor and improve performance
- Develop and implement a system of performance reporting to ensure Council projects stay on track and services are delivered to a high quality standard
- Review and update Council's business processes, procedures and policies to support effective delivery of services and improved organisational performance
- Undertake annual external assessments against the Business Excellence Framework

**Ensure effective management of core business and services**

- Review cost structure of Council service delivery and funding agreements to ensure cost recovery and value for money

**Ensure staff accountabilities and responsibilities are clear and training and development links directly to Council's business needs**

- Annually review the training and professional development needs of staff and Elected Members and develop a training plan for staff including training for Council's information systems.

**Support individuals and teams to achieve their full potential**

- Review and update Council's staff induction program
- Provide regular social functions for staff and Elected Members to celebrate achievements in the workplace
- Facilitate accredited and professional development training opportunities for staff

**Ensure Council is customer friendly and is aware of and responsive to customer needs and expectations**

- Provide annual reports back to the community about Council's achievements against its Strategic Plan
- Seek feedback from the community on a regular basis about the quality of Council's services and programs

**CARRIED 4/0**

**13. Public Question Time**

Nil

**14. Matters Behind Closed Doors – Confidential Item**

Nil

**15. Closure**

The Meeting closed at 3.30pm