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**8. Confirmation of Minutes of Previous Meeting**

- 8.1.** The Minutes of the Meeting held on 24 August 2016 be accepted as a true record of the meeting.

|   |                          |
|---|--------------------------|
| <b>Council Decision</b>   | <b>Item 8.1.</b>         |
| <b>MOVED CR PETERSON</b>  | <b>SECONDED CR WARD</b>  |
| <b>The Minutes of the Meeting held on 24 August 2016 be accepted as a true record of the meeting.</b> |                          |
| <b><u>CARRIED 4/0</u></b>   | <b>Resolution 079/16</b> |

**9. Announcement Presiding Member without Discussion**

Nil

**10. Reports of Officers and Committees****10.1. Chief Executive Officer's Reports**

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b>10.1.1. Subject/Applicant:</b> | <b>OPERATIONS AT WILUNA AIRPORT</b>   |
| File:                             | Airport                               |
| Reporting Officer:                | Dean Taylor, Contract Project Manager |
| Date of Report:                   | 18 September 2016                     |
| Disclosure of Interest:           | Nil                                   |

**Purpose**

The purpose of this report is for Council to consider a number of issues relating to the operation of the Wiluna Airport.

**Background**

Wiluna has operated an airport for a considerable time and the current Regular Passenger Transport (RPT) service is vital method of transport for the Wiluna Community. Wiluna is one of the most isolated communities in Western Australia and as such the importance of a regular air service cannot be underestimated.

This report deals with a number of issues of which council should be aware including;

- Strength of the runway surface (PCN)
- Use of the BAe 146 jet for charter
- Consequences of the charter on the RPT service
- Airport operating/capital cost subsidy
- Options for user pays Passenger Fee
- Charter vs RPT market failure
- Political issue of FIFO Charter

- Potential Council subsidy of RPT passengers

### **Strength of the Wiluna Runway Surface (PCN)**

In 1998 the airstrip was sealed to provide an all weather strip. At that time the consultant Kevin Thomas from Airport Management Services (AMS) made a “best guess” of the strength of the runway surface (PCN). A PCN rating of 15 was published in the En-Route Supplement Australia (ERSA)(Attachment 10.4.1(1)).

All aircraft intending to use the Wiluna airstrip are required to refer to the ERSA to check the PCN and then ensure that the aircraft they intend to use has an Aircraft Weight (ACN) that is below the published PCN. In other words the aircraft cannot be too heavy for the published strength of the airstrip that they wish to land on.

Civil Aviation Regulation 92 states that

“An aircraft shall not land at, or take-off from, any place unless: ...(d) the place...is suitable for use as an aerodrome for the purposes of the landing and taking-off of aircraft; and, having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions), the aircraft can land at, or take-off from, the place in safety.

Regulation 92 (1) does not specify the method of determining which “circumstances”, other than the prevailing weather conditions, should be considered in any particular case. These matters are the responsibility of the pilot.”

The quote for AMS to undertake the formal pavement evaluation is \$41,730 incl GST. (Attachment 10.4.1(2))

### **Use of the BAe146 Jet for charter**

In August 2015 council received a presentation from Northern Star Resources requesting that council grant a “pavement concession” to allow the use of the Cobham BAe 146 jet aircraft to land at Wiluna during times when the Jundee gravel strip was not able to be used due to rain and bad weather. The concession was for up to 6 times per annum which was granted by Council.

The BAe 146 aircraft or its successor the Avro RJ are considerably larger, carry more passengers and are a much heavier aircraft than are operated by the RPT service provider Skippers Aviation. Consequently there is a concern that this type of aircraft may potentially cause damage to the existing runway.

In March 2016 an informal request was received from Cobham aviation for council to grant a permanent year round pavement concession to the BAe 146 jet. They advised that they were considering a tender from Blackham Resources to provide charter services into Wiluna. At that time Cobham were advised that the shire would not grant a permanent pavement concession as there was concern that the aircraft would potentially damage the runway surface.

In August Blackham Resources provided a report (Attached 10.4.1 (3)) that was prepared by Cobham (author unknown) which Technically Reviews the BAe 146 aircraft and concludes that providing the jet carries no more than 63 passengers and baggage with a total weight of less than 6,111kg into Wiluna and no more than 71

passengers and baggage with a total weight of less than 6,887kg flying out of Wiluna and it operates low pressure tyres of less than 667KPa and no more than 4,800kg of fuel then the aircraft will have an ACN of 14.1 which is less than the PCN of 15 as published in the ERSA for the Wiluna Airport thereby allowing the aircraft to land safely.

The report was referred to councils Airport Consultants – Airport Management Services (AMS) for advice. Kevin Thomas provided the following comments;

“Basically based on the Cobham reports, their aircraft could operate into to Wiluna. However this is based on a shaky premise. The PCN (pavement strength rating) is 'unrated'.

The rating of 15 and the tyre pressures were assigned by myself after we sealed the runway in 98. I assigned this rating to allow the Fokker F50 operated by Skywest as the RPT.

So before we can be certain that damage will not occur to your pavement, we need to know the pavement rating by formal pavement evaluation.”

As the owner of the airport the Shire of Wiluna is able to grant or deny access to the airstrip. However, given that the shire has been operating under the “estimated” and published PCN since 1998 it would seem to be a little unreasonable to deny access to the airstrip without determining the actual PCN.

Blackhams have now formally advised Cobham that they are the successful tenderer and as such Cobham have commenced charter services using the jet on Tuesdays and Wednesdays. They are aware that council has not given formal approval for the use of the jet at this stage.

#### **Precision Approach Path Indicator (PAPI)**

Civil Aviation Safety Authority (CASA) regulations require that jet aircraft can only land on airstrips that have have PAPI installed. Wiluna does not have a PAPI system. Currently the CASA regulations have suspended this requirement by providing an exemption until November 2016.

It is expected that CASA will extend the exemption past November 2106 but until this legislation is amended any approval to use the Cobham Jet will have to be withdrawn in November 2106

The cost of installing a PAPI system for Wiluna would cost approximately \$250,000

#### **Consequences of charter operations on RPT service**

Since that time the Shire President, Chief Executive Officer and others have had a number of discussions with Blackham Resources, Cobham Aviation, Skippers Aviation and the Department of Transport in relation to this issue.

The shire's position has always been consistent and stating that the primary concern of council is ensuring that the RPT service into Wiluna is maintained at three days per week and if possible increased to five or more times per week.

Skippers Aviation currently has the contract to provide the RPT service into Wiluna. They were also a tenderer for the Blackhams air charter.

The Department of Transport are responsible for the licensing of the use of charter aircraft into Wiluna. They have advised that their principle concern is ensuring the viability of the RPT service with a secondary consideration of assisting the Mining Industry to satisfy its transport needs.

The Department have also advised the passenger numbers and statistics for the past year. (Attachment 10.4.1(4)) For 2015/16 the RPT service transported 3,294 passengers (in and out) of Wiluna. They have also warned that when the Blackhams Charter commences to operate then there will likely be a drop off in numbers using the RPT service.

They advised that if passenger numbers fall below around 3,000 then this may jeopardise the viability of the RPT and could ultimately result in a lower level of service. (ie less days)

Council's position has been advised to all parties and that is that council would rather see Blackham use the existing RPT service thereby ensuring the RPT viability and perhaps increasing the frequency of RPT flights rather than operate charter aircraft which could reduce the number of passengers on the RPT.

The Department of Transport have advised that when considering issuing a license to operate a charter; they can impose a requirement for the proponent to it buy a number of seats on the RPT in certain circumstances. The Department have indicated that they will only issue a 3 monthly license to Blackham and will monitor the effect that it may have on the RPT numbers and viability.

#### **Airport Operations – operating cost/capital cost subsidy**

Council also needs to consider the current fees and charges for aircraft using the airport and the ongoing operational and capital costs associated with the airport operation. It should also be noted that the current budget has been prepared on the basis of three RPT flights per week and has not allowed for the additional cost that may arise once the two or three charter aircraft commence operation.

(Attachment 10.4.1(5)) shows the operating income and costs for the last 5 years, the current budget and a projection of expected costs for the next three years. The spreadsheet also identifies various capital works that are to be undertaken over the next four years and councils expected contribution to those works. The spreadsheet as presented excludes the budgeted passenger fee to enable the deficit to be identified.

In overall terms the spreadsheet shows the expected cost to council between 2016 and 2020 as \$2.1m or \$524k annually. The depreciation included in the calculations

reflects a decrease in usable life of the existing council assets as of 2016 and has not been increased to reflect the capital works expected in 2016-2020.

Council through its budget process has effectively been accepting the costs of running the airport and paying for its operation from general revenue (rates); rather than passing those costs on to the RPT service. In other words the council has been subsidising the RPT as a service to the community.

Now that commercial flights of charter aircraft are commencing in Wiluna Council needs to consider whether it is appropriate that council accepts all of these costs as a community service and may need to consider amending the fees and charges to reflect a true "user pays" system.

### **Options for a user pays Passenger Fee**

The spreadsheet (Attachment 10.4.1(6)) includes some options for an alternative user pays system whereby the passenger fees are adjusted to ensure that the ratepayers are no longer subsidising the commercial operators. Council should be mindful that by increasing the Passenger fee this will effectively increase the cost per passenger. If for example the passenger fee was increased uniformly from \$19 to \$37 per person it would have the effect of increasing the average cost of a flight.

Council is also able to set up differential fees that charge the RPT one fee and the Charters another fee.

Council can also consider whether it is in the public interest to directly subsidise the cost of flights for the RPT service thereby making the RPT service more attractive and cost effective.

### **Charter vs RPT market failure**

Council should also be mindful of an apparent market failure in the RPT vs Charter flights. At present the report from the Department of Transport details the average cost per person of a flight to Wiluna as \$386 per person one way. Yet the average cost of a Charter aircraft is in the vicinity of \$170 per person.

In theory the cost of an airfare on a fully booked RPT should be approximately the same as the cost of a charter flight. Unfortunately that does not seem to be the case and as such it could be described as a market failure.

### **Potential Council subsidy of RPT passengers**

Council could consider whether is appropriate to subsidise the costs of an RPT ticket for local residents. Or alternatively the council could negotiate with Skippers Aviation to underwrite the RPT for a guaranteed reduced airfare for all local residents.

If council introduces a user pays passenger fee system it will effectively achieve a substantial reduction in council expenditure which would provide an opportunity to subsidise the cost of an RPT airfare.

### **Political issue of FIFO Charter**

The WA Nationals have identified this inequity as a potential election issue for the upcoming State Election. (Attachment 10.4.1(7)) In discussions with a number of National MP's; the call for an enquiry is expected to reveal that the use of Charter aircraft to service the Fly In Fly Out (FIFO) workforce is distorting the cost of providing cost effective RPT services to regional WA.

If the government for example stopped Charters into towns that had an existing RPT service it would force the Mining Industry to use the RPT or become residential in the town. If that was to happen it is expected that the average cost per passenger on RPT would come down to something similar to the charter flights.

The contract for the provision of RPT services into regional WA is determined by Tender called by the State Government. The Department of Transport licenses the charter operators and as such has the ability to prevent charters and revert to RPT for all aircraft. It also means that council has little say in either process. Councils only control is as the airport owner by agreeing or refusing access to charter aircraft.

Unfortunately the reality of the political situation is that whilst the WA Nationals have identified the issue to be dealt with there is no certainty that their Liberal party partners will agree to regulate the Regional Air services. With the State Election scheduled for March 2017 there is no certainty that the current Liberal/National government will be returned.

#### **Effect of policy change on other potential FIFO users.**

A number of years ago Rosslyn Hill Mining agreed to utilise the RPT to transport its workforce rather than charter its own aircraft – this resulted in the number of RPT services increasing from 3 to 5 per week. Rosslyn Hill have advised that they intend to recommence operations from February 2017 and as such council should be mindful that the decisions it makes with regards to Blackham Resources could be expected to be reciprocated for any new miners entering Wiluna.

Toro Energy, Cameco, and Echo Resources have all indicated that they are planning to commence mining in Wiluna in the future. As yet it is unclear as to the timing for these new mines but it must be understood that the arrangements that council puts in place for Blackham resources will in all probability be applied to these new mines once they commence.

#### **Comment**

##### **Strength of the runway surface (PCN)**

The PCN of the Wiluna strip has never been officially assessed the current rating of 15 was determined by Kevin Thomas from Airport Management Services (AMS) as a "best guess" in 1998. Whilst the lack of a scientifically determined PCN has not been a problem for the last 18 years there are potentially issues of liability for council and as such it will be recommended that council approve unbudgeted expenditure to have the scientific study completed. The quote for AMS to undertake the formal pavement evaluation (PCN) is \$41,730 incl GST.

##### **Use of the BAe 146 jet for charter**

As the owner of the airport the Shire of Wiluna is able to grant or deny access to the airstrip. Cobham have provided a report (albeit with an unknown author) that demonstrates that their aircraft's ACN is below the published PCN. Council's consultants AMS have reviewed the report and have confirmed that the methodology in the report is sound.

As such it would seem to be a little unreasonable for council to deny access to the airstrip without determining the actual PCN. It should be noted that the ACN/PCN calculation is primarily to determine whether it is safe for an aircraft to land and although indicative it is not a determination of the damage that may be caused by an aircraft landing.

It will be recommended that Council approve the use of the Cobham's BAe146 jet until such time that the PCN is officially established, at which time the approval will be reviewed.

### **Consequences of the charter on the RPT service/ Airport operating/capital cost subsidy**

In overall terms, council is expected subsidise the operations and improvements to the airport to the tune of around \$524k annually over the next four years. Until now Council has effectively been accepting the costs of running the airport and paying for its operation from general revenue (rates); rather than passing those costs on to the RPT service.

Given that commercial flights of charter aircraft will now utilise the airport to a far greater extent than the RPT it is no longer appropriate that council accepts all of these costs as a community service and should establish a true "user pays" system.

### **Options for user pay Passenger Fee**

Council through its Fees and Charges has the ability to pass on the costs of airport operations to the users of the airport. Council has received a number of options for increasing the Passenger fee. It will be recommended that council increase the passenger fee – it is council's prerogative to determine an appropriate level of fee.

A uniform fee that applies equally to the RPT and Charter passengers is far more defensible to the public but may have the unwanted consequence of effectively increasing the cost of an RPT airfare. Council has the ability to set different fees for different users.

If council makes changes to the Fees and Charges it is required to advertise the change in accordance with the act.

The Local Government Act requires council in setting a fee or charge to consider the cost of providing the service.

Local Government Act - Section 6.16

**Setting level of fees and charges**

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

(a) the cost to the local government of providing the service or goods

**Charter vs RPT market failure**

At present there appears to be a significant market failure in the current tendering system for provision of RPT services as reflected in the variation between the average costs of an RPT airfare of \$386 compared to a Charter airfare of around \$170.

It will be recommended that council make representations to the Department of Transport the Minister to address this issue.

**Political issue of FIFO Charter**

The WA Nationals have identified the inequity of airfares to Regional Western Australia. It is recommended that council continue to raise the issue with politicians and political candidates from all sides in the lead up to the upcoming State Election

**Potential Council subsidy of RPT passengers**

If council introduces a user pays passenger fee system it will effectively achieve a substantial reduction in council expenditure which would provide an opportunity to subsidise the cost of an RPT airfare to local residents.

If council wishes to pursue this option it would require council to negotiate with the current RPT operator Skippers Aviation.

**Consultation**

Councillor Forum  
Department of Transport  
Cobham Aviation  
Blackham Resources  
Skipper Aviation

**Statutory Environment**

Local Government Act 1995 (as amended)

The Local Government Act requires council in setting a fee or charge to consider the cost of providing the service.

Local Government Act - Section 6.16

**Setting level of fees and charges**

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

(a) the cost to the local government of providing the service or goods

Civil Aviation Act 1998  
Civil Aviation Safety Regulations 1998

### Policy Implications

Nil at that stage

### Financial Implications

The 2016/17 budget includes the income and expenditure for operating the Wiluna Airport. If council chooses to amend the fees and charges for passenger fees it will alter the expected income derived from fees.

Council have been provided with information concerning the expected change.

### Strategic Implications

The retention of a cost effective and robust RPT service to Wiluna is essential to the well being of the Wiluna residents and will influence the future prosperity of the town.

**Voting Requirements SIMPLE MAJORITY ABSOLUTE MAJORITY** (Unbudgeted Expenditure and amendment to the Fees and Charges)

|                               |
|-------------------------------|
| <b>Officer Recommendation</b> |
|-------------------------------|

That council;

1. Approve unbudgeted expenditure to engage consultants to undertake a geoscientific assessment of the Wiluna Airstrip to determine an official PCN for the runway.
2. Advise Blackham Resources/Cobham Aviation that it grants permission to use the BAe146/Avro RJ aircraft at the Wiluna airport until such time as the PCN of the runway has been determined, at which time the approval will be reviewed.
3. Amend and advertise changes to the Shire of Wiluna Schedule of Fees and Charges as follows;

Landing Fees – All aircraft

6am to 6pm – per 1,000kg certified maximum take-off weight

6pm to 6am – per 1000kg certified maximum take-off weight

Passenger Fees – charge for each arrival and departure

Passenger Service Charge (RPT service)                      \$37

Passenger Service Charge (Charter service)                      \$37

Passenger Service Charge (all other users)                      \$37

4. Continue to raise the issue with politicians and political candidates from all sides in the lead up to the upcoming State Election.
5. Authorise the Chief Executive Officer to investigate options for council to reduce or subsidise the RPT airfares for local residents

6. Seek a meeting with the Minister for Transport and the department to discuss the apparent failure of the current tender system to achieve cost effective airfares for regional Western Australia.

**Council Decision****Item 10.1.1.****MOVED CR HARRIS****SECONDED CR PETERSON**

That council;

1. Approve unbudgeted expenditure (\$41,750) to engage consultants to undertake a geoscientific assessment of the Wiluna Airstrip to determine an official PCN for the runway.
2. Advise Blackham Resources/Cobham Aviation that it grants permission to use the BAe146/Avro RJ aircraft at the Wiluna airport until such time as the PCN of the runway has been determined, at which time the approval will be reviewed.
3. Amend and advertise changes to the Shire of Wiluna Schedule of Fees and Charges as follows;

**Landing Fees – All aircraft**

6am to 6pm – per 1,000kg certified maximum take-off weight

6pm to 6am – per 1000kg certified maximum take-off weight

**Passenger Fees – charge for each arrival and departure**

Passenger Service Charge (RPT service) \$15

Passenger Service Charge (Charter service) \$50

Passenger Service Charge (all other users) \$50

4. Continue to raise the issue with politicians and political candidates from all sides in the lead up to the upcoming State Election.
5. Authorise the Chief Executive Officer to investigate options for council to reduce or subsidise the RPT airfares for local residents
6. Seek a meeting with the Minister for Transport and the department to discuss the apparent failure of the current tender system to achieve cost effective airfares for regional Western Australia.

**CARRIED 4/0 by Absolute Majority****Resolution 080/16**

*Reason for change ; Council considered the various options for setting the Passenger Service Charge and determined that the Commercial operators using the airport should be paying more the RPT service.*

|                                   |   |
|-----------------------------------|---|
| <b>10.1.2. Subject/Applicant:</b> | <b>CHRISTMAS CLOSURE</b>                          |
| File:                             | Finance   |
| Reporting Officer:                | Dean Taylor, Contract Project Manager, Acting CEO |
| Date of Report:                   | 16 September 2016                                 |
| Disclosure of Interest:           | Nil   |

**Purpose**

The purpose of this report is to seek approval for the closure of Shire facilities between the Christmas/New Year period – December 2016/January 2017.

**Background**

The Council has authorised the closure of facilities for the period between Christmas and New Year for a number of years and this has not caused any appreciable community disquiet or inconvenience.

**Comment**

The closure of specific Council facilities over the Christmas period is an opportunity for all members of staff to have a break with their families and friends

This year Christmas Day falls on a Sunday. The Council will be asked to close the Council's facilities from the close of business on Wednesday 21 December 2016, with normal business resuming on Monday 9 January 2016.

A skeleton staff will be available during non-public holidays for Rubbish collections, watering etc. Emergency call-out contacts will be available at all other times over the Christmas/New year closure.

Closure days for the Administration Office and Library would be:

Thursday 22 December 2016 (staff Leave/Time in Lieu)  
Friday 23 December 2016 (staff Leave/Time in Lieu)  
Monday 26 December 2016 Public Holiday (Boxing Day)  
Tuesday 27 December 2016 Public Holiday (in lieu Christmas Day)  
Wednesday 28 December 2016 (staff Leave/Time in Lieu)  
Thursday 29 December 2016 (staff Leave/Time in Lieu)  
Friday 30 December 2016 (staff Leave/Time in Lieu)  
Monday 2 January 2017 Public Holiday (in lieu New Years Day)  
Tuesday 3 January 2017 Public Holiday (Public Service Holiday)  
Wednesday 4 January 2017 (staff Leave/Time in Lieu)  
Thursday 5 January 2017 (staff Leave/Time in Lieu)  
Friday 6 January 2017 (staff Leave/Time in Lieu)

Closure day for the Waste Management Facility would be:

Sunday 25 December 2016

Closure days for the Swimming Pool would be:  
Sunday 25 December 2016

Closure days for The Rec. Centre would be:  
Thursday 22 December 2016 to Monday 9 January 2017 (inclusive)

### **Consultation**

Shire President and councillors at forum

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There is no additional cost to the Council, as staff will utilise accrued annual leave entitlements, rostered days off (RDO) or time in lieu.

### **Voting Requirements SIMPLE MAJORITY**

|  |                            |
|--|----------------------------|
| <b><i>Officer Recommendation and Council Decision</i></b>  | <b><i>Item 10.1.2.</i></b> |
| <b>MOVED CR HARRIS</b>   | <b>SECONDED CR WARD</b>    |
| <b>That council approve:</b>   |                            |
| <b>1. The Shire of Wiluna's Administration Office and Wiluna Art Gallery/<br/>Public Library be closed from close of business on Wednesday 22<br/>December 2016 with the resumption of normal services on Monday 9<br/>January 2017.</b> |                            |
| <b>2. The Recreation/Youth Centre be closed on Wednesday 22 December<br/>2016 with the resumption of normal services on Monday 9 January<br/>2017.</b>   |                            |
| <b>3. The Wiluna Waste Management Facility will be closed on Sunday 25<br/>December 2016.</b>  |                            |
| <b>4. The Wiluna Swimming Pool will be closed on Sunday 25 December<br/>2016.</b>  |                            |
| <b>5. The notice of closures inclusive of public holidays will be placed on<br/>the Notice Board and webpage.</b>  |                            |
| <b><u>CARRIED 4/0</u></b>  | <b>Resolution 081/16</b>   |

- 1. The Shire of Wiluna's Administration Office and Wiluna Art Gallery/  
Public Library be closed from close of business on Wednesday 22  
December 2016 with the resumption of normal services on Monday 9  
January 2017.**
- 2. The Recreation/Youth Centre be closed on Wednesday 22 December  
2016 with the resumption of normal services on Monday 9 January  
2017.**
- 3. The Wiluna Waste Management Facility will be closed on Sunday 25  
December 2016.**
- 4. The Wiluna Swimming Pool will be closed on Sunday 25 December  
2016.**
- 5. The notice of closures inclusive of public holidays will be placed on  
the Notice Board and webpage.**

|                                   |  |
|-----------------------------------|--|
| <b>10.1.3. Subject/Applicant:</b> | <b>CHANGE IN COUNCIL MEETING DATES</b>                                   |
| File:                             | Finance  |
| Reporting Officer:                | Dean Taylor, Acting Chief Executive Officer,<br>Contract Project Manager |
| Date of Report:                   | 17 September 2016  |
| Disclosure of Interest:           | Nil  |

### Purpose

The purpose of this report is for Council to consider changing a number of Council meeting dates and the addition of an extra meeting in January 2017

### Background

Council generally holds a councillor Forum on the second Wednesday of the Month and an Ordinary Council Meeting on the fourth Wednesday of the month.

For the months of October, November and December 2016 the scheduled meeting dates will clash with a number of conferences and meetings to be attended by councillors and staff.

As such it is recommended that council consider amending the council meeting schedule for October, November and December and to schedule an additional Council Meeting during January 2017. The proposed changes are outlined below;

|                  | <u>Current Schedule</u>        | <u>Revised Schedule</u>       |
|------------------|--------------------------------|-------------------------------|
| Councillor Forum | 9 <sup>th</sup> October 2016   | 5 <sup>th</sup> October 2016  |
| Councillor Forum | 26 <sup>th</sup> October 2016  | 19 <sup>th</sup> October 2016 |
| Ordinary Council | 26 <sup>th</sup> October 2016  | 19 <sup>th</sup> October 2016 |
| Councillor Forum | 9 <sup>th</sup> November 2016  | Cancelled                     |
| Councillor Forum | 23 <sup>rd</sup> November 2016 | No change                     |
| Ordinary Council | 23 <sup>rd</sup> November 2016 | No change                     |
| Councillor Forum | 21 <sup>st</sup> December 2016 | 7 <sup>th</sup> December 2016 |
| Ordinary Council | 21 <sup>st</sup> December 2016 | 7 <sup>th</sup> December 2016 |
| Councillor Forum | non scheduled                  | 25 <sup>th</sup> January 2017 |
| Ordinary Council | non scheduled                  | 25 <sup>th</sup> January 2017 |

### Comment

There are a number of Councillors and staff including the Shire President and Acting CEO who are attending the SEGRA (Sustainable Economic Growth for Regional Australia) in October and the National Roads Congress in November which clash with the scheduled meetings.

It would be difficult to retain the existing meeting schedule and have a meaningful meeting with numerous staff and councillors missing.

### Consultation

Shire President and councillors

**Statutory Environment**

Local Government Act 1995 (as amended)

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

The principal objective of Local Governemnt is to provide “good governance” for the community and the district and as such it is appropriate to ensure that the meetings of council are well attended by both councillors and staff.

**Voting Requirements SIMPLE MAJORITY*****Officer Recommendation and Council Decision******Item 10.1.3.*****MOVED CR HARRIS****SECONDED CR WARD**

That Council:

1. Adopt the revised schedule of council meetings for the months of October 2016, November 2016, December 2016 and January 2017 as follows;

|                  | <u>Current Schedule</u>        | <u>Revised Schedule</u>       |
|------------------|--------------------------------|-------------------------------|
| Councillor Forum | 9 <sup>th</sup> October 2016   | 5 <sup>th</sup> October 2016  |
| Councillor Forum | 26 <sup>th</sup> October 2016  | 19 <sup>th</sup> October 2016 |
| Ordinary Council | 26 <sup>th</sup> October 2016  | 19 <sup>th</sup> October 2016 |
| Councillor Forum | 9 <sup>th</sup> November 2016  | Cancelled                     |
| Councillor Forum | 23 <sup>rd</sup> November 2016 | No change                     |
| Ordinary Council | 23 <sup>rd</sup> November 2016 | No change                     |
| Councillor Forum | 21 <sup>st</sup> December 2016 | 7 <sup>th</sup> Dec 2016      |
| Ordinary Council | 21 <sup>st</sup> December 2016 | 7 <sup>th</sup> Dec 2016      |
| Councillor Forum | non scheduled                  | 25 <sup>th</sup> January 2016 |
| Ordinary Council | non scheduled                  | 25 <sup>th</sup> January 2016 |

2. Advertise the revised meeting schedule to the public.

**CARRIED 4/0****Resolution 082/16**

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

Nil

**10.3. Executive Manager of Corporate Services Reports**

|                                   |  |
|-----------------------------------|--|
| <b>10.3.1. Subject/Applicant:</b> | <b>FINANCIAL REPORT – AUGUST 2016</b>                    |
| File:                             | Finance  |
| Reporting Officer:                | Glenn Deocampo - Executive Manager<br>Corporate Services |
| Date of Report:                   | 16 September 2016  |
| Disclosure of Interest:           | Nil  |

**Purpose**

Presentation of the Financial Reports for the period ending 31 August 2016

**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 report for the period ending 31 August 2016 is listed as Appendix 10.3.1.

**Comment**

The net current asset as at 31 August is \$10,782,798. The Statement of Financial Activity and Net Current Asset reports details the composition of this surplus. The opening surplus amount may vary, once audit is completed.

A report for variances between budgeted and actual expenditure including the required material variances is included in the monthly financial statements.

**Consultation**

Nil

**Statutory Environment**

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

**Voting Requirement SIMPLE MAJORITY**

**Officer Recommendation & Council Decision****Item 10.3.1.****MOVED CR HARRIS****SECONDED CR PETTERSON****That:**

- 1 The Financial Reports, including the Statement of Financial Activity, for the period ending 31 August 2016 be received.**
- 2 Council receives the list of accounts paid by authority for 31 August 2016, \$6,559,758.89.**

**CARRIED 4/0****Resolution 083/16**

|                                   |   |
|-----------------------------------|---|
| <b>10.3.2. Subject/Applicant:</b> | <b>FINANCIAL INVESTMENTS REPORT</b>                       |
| File:                             |   |
| Reporting Officer:                | Glenn Deocampo – Executive Manager,<br>Corporate Services |
| Date of Report:                   | 16 September 2016   |
| Disclosure of Interest:           | Nil   |

**Purpose**

Information to Council regarding the current investments – August 2016

**Background**

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

The current investments of both reserves and municipal funds are presented as Appendix 10.3.2

**Comment**

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

A total of \$4,290,491.13 fund was reinvested with AMP-Curve Securities in a fixed term, 90 days, due to mature on 28 November 2016 and the expected interest earnings at maturity is \$29,093.06. This fund includes the Asset Replacement reserve, \$3,195,629.78 and Municipal Funds, \$1,094,861.35.

**Reserve Funds:** The reserve funds comprised of the following:

|                           |                |
|---------------------------|----------------|
| Asset Replacement Reserve | \$3,195,629.78 |
| Leave Reserve             | \$ 72,893.59   |
| Computer Reserve          | \$ 100,871.77  |

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|                    |                |
|--------------------|----------------|
| Airport Reserve    | \$1,084,260.51 |
| Wiluna Tele centre | \$ 15,846.29   |

The Leave Reserve, Computer Reserve, Airport Reserve and Wiluna Tele centre reserve funds totalling to \$1,273,872.16, were invested in NAB, 122 days, due to mature on 09 September 2016, and expected earnings at maturity of \$12,347.84.

The call account balance as at 31 August 2016 is \$3,033,938.70.

All investments are done in compliance with the policy.

### Consultation

Chief Executive Officer

### Statutory Environment

Nil

### Policy Implications

In compliance with Policy No. 2.20 - Financial Investments Policy

### Financial Implications

Interest earned from investments is an income for the Council.

### Strategic Implications

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

### Voting Requirements SIMPLE MAJORITY

|  |                          |
|--|--------------------------|
| <i>Officer Recommendation &amp; Council Decision</i> | <i>Item 10.3.2.</i>      |
| <b>MOVED CR PETTERSON</b>                            | <b>SECONDED CR WARD</b>  |
| <b>That information in this report is received</b>   |                          |
| <b><u>CARRIED 4/0</u></b>                            | <b>Resolution 084/16</b> |

### 10.4. Executive Manager Engineering & Development Services

Nil

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## 10.5. Executive Manager Community & Economic Development

|                                   |   |
|-----------------------------------|---|
| <b>10.5.1. Subject/Applicant:</b> | <b>WILUNA SWIMMING POOL OPENING HOURS AND DATES OF SEASON 2016/17</b> |
| File:                             |   |
| Reporting Officer:                | Tracey Luke – Executive Manager Community and Economic Development    |
| Date of Report:                   | 21 September 2016   |
| Disclosure of Interest:           | Nil   |

### Purpose

To request from Council a change to the opening days and times of the Swimming pool.

### Background

In the 2015/16 Swimming Pool season, Wiluna Pool was open for 43 hours per week; 6 days per week and the pool was closed on Mondays.

This request is to change the opening times so that the pool remains open later in the day which I believe will increase the number of people using the facility. I am also requesting from council to change the day of the week which the pool is closed from Monday to Wednesday as there are a number of public holidays which occur during the pool season and believe that the pool should be open on public holidays when community members have the time to access the pool and there is often little else available in terms of recreation.

I am also requesting from council to approve the dates of the 2016/17 swimming pool season from Monday September 26, 2016 to the C.O.B on Tuesday April 25, 2017.

### Comment

In the 15/16 season the swimming pool closed at 4pm on two days of the week and 5pm on four days of the week. By closing later the pool would be available to people who work weekdays and would remain open when it is often still very hot and sunset is later in the day. Having the pool open later would allow for more recreational activities such as BBQ's and film nights to be planned there.

### Consultation

I have consulted with Adriano Truscott, the School principle who has stated that when swimming lessons occur they will take place between 11am – 2.30pm. The swimming pool manager will accommodate the swimming pool lessons and will accrue T.O.I.L.

### Statutory Environment

Nil

### Policy Implications

Nil

**Financial Implications**

Nil

**Strategic Implications**

Healthy, Safe and Fun Wiluna- Access to sports, recreational and cultural activities.  
 – By changing the swimming pool opening times a greater number of community members can access the facility.

**Voting Requirements SIMPLE MAJORITY****Officer Recommendation**

That Council:

1. Approve a change to the opening days and times of the Wiluna Swimming Pool.
2. Approve the dates of the 2016/17 Wiluna Swimming Pool Season

**Council Decision****Item 10.5.1.****MOVED CR WARD****SECONDED CR HARRIS**

That Council:

1. **Approve a change to the opening days and times of the Wiluna Swimming Pool.**

| MON               | TUES                 | WED    | THUR              | FRI      | SAT                   | SUN                      |
|-------------------|----------------------|--------|-------------------|----------|-----------------------|--------------------------|
| 6-8am<br>2-7.30pm | 11am-1pm<br>2-7.30pm | CLOSED | 6-8am<br>2-7.30pm | 2-7.30pm | 10am-<br>1pm<br>2-8pm | 10am-<br>1pm<br>2-7.30pm |

2. **Approve the dates of the 2016/17 Wiluna Swimming Pool Season.**
3. **Investigate school holiday options and opening on Wednesday.**

**CARRIED 4/0****Resolution 085/16**

*Reason for change – to add option of changing hours during school holidays and to monitor weekend attendances.*

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

### **Officer Recommendation and Council Decision**

**Item 12.1.**

**MOVED CR HARRIS**

**SECONDED CR WARD**

**That the following late item be accepted by the meeting for consideration in order to adopt Item 12.1. Payment of Councillor Fees**

**CARRIED 4/0**

**Resolution 086/16**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>12.1. Subject/Applicant:</b> | <b>PAYMENT OF COUNCILLOR FEES</b>     |
| File:                           | Finance                               |
| Reporting Officer:              | Dean Taylor, Contract Project Manager |
| Date of Report:                 | 28 September 2016                     |
| Disclosure of Interest:         | Nil                                   |

### **Purpose**

The purpose of this report is for Council to consider an alternative method of paying councillor and the Shire Presidents sitting fees and the Shire President and Deputy Shire Presidents Local Government allowance.

### **Background**

Currently council pays Councillor and the Shire Presidents sitting fees and the Shire President and Deputy Shire Presidents Local Government allowance on a monthly basis.

The procedure that has been utilised for several years is that councillors are required to sign a claim form and the Chief Executive Officer authorises the payment of the Local Government allowance.

I understand that this procedure was put in place at the request of council's previous auditor.

I have consulted with councils current auditors Lincolns concerning the requirement for councillors to sign a claim form prior to receiving the payment. Particularly whether there was any legislative requirement for the practise or whether it was merely a requirement of the previous auditors.

### **Comment**

Russell Harrison (Partner – Audit) from Lincolns has confirmed that there is no specific requirement for councillors to sign a claim form before being paid the allowances. He did however suggest that the practise is a matter of the Shires Internal Control. In this case his judgement was that, whilst the practise is commendable, it may be bordering on being overly cautious and simply not practical for the potential risks involved. As such the could be modified.

I have suggested that council could pay the allowances quarterly with the Chief Executive Officer and another senior officer approving the payment in accordance with the Shire's Payments Policy with councillors signing to acknowledge receipt on a year end summary.

### **Consultation**

Russell Harrison (Partner – Audit) Lincolns Auditors

### **Statutory Environment**

Local Government Act 1995 (as amended)

Local Government (Financial Management) Regulations 1996

#### **11. *Payments, procedures for making etc.***

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
  - (a) subject to subregulation (4), are not to be made in cash; and
  - (b) are to be made in a manner which allows identification of —
    - (i) the method of payment; and
    - (ii) the authority for the payment; and
    - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

### **Policy Implications**

Policy 2.16 – Payment of Accounts

### **Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements SIMPLE MAJORITY**

|   |                             |
|---|-----------------------------|
| <b>Officer Recommendation &amp; Council Decision</b>  | <b>Item 12.1.</b>           |
| <b>MOVED CR HARRIS</b>  | <b>SECONDED CR PETERSON</b> |
| <b>That council</b>   |                             |
| <b>1. Direct the Chief Executive Officer to change the procedure used for the payment of Councillor Siting Fees, Shire Presidents allowance, Deputy Presidents Allowance, Telecommunications allowance.</b> |                             |
| <b>2. Such payments are to be paid quarterly in Arrears and processed in accordance with councils policy on Payment of Accounts.</b>  |                             |
| <b>3. Councilors will sign acknowledging receipt of the payments annually.</b>  |                             |
| <b><u>CARRIED 4/0</u></b>   | <b>Resolution 087/16</b>    |

**4. Public Question Time**

Mick Brearley

Q1. Why have my rates increased so much from last year?

Glenn Deocampo – Executive Manager Corporate Services

A1. Advised Mr Brearley that he was still paying the same minimum rate but this year the rubbish bin charges had been added to the rates notice where previously they were billed separately.

Q2. Why have I not been given any work by the Shire lately when I can see that there is a backlog of maintenance issues?

Jim Quadrio – Shire President

A2. Advised that this was not a question for the Council to answer but for the CEO and suggested that Mr Brearley make an appointment with the CEO to discuss the issue.

*Mr Brearley left the meeting at 1.15pm*

**13. Matters Behind Closed Doors****Council Decision – MEETING CLOSED TO THE PUBLIC****MOVED CR WARD****SECONDED CR HARRIS****Report 13.1. Sale of Properties for Recovery of Rates**

Procedural recommendation that the meeting is closed to the public, pursuant to S5.23(e)(ii), to consider Confidential Item 13.1. which contains information about the business, professional, commercial or financial affairs of a person.

**CARRIED 4/0****Resolution 088/16**

*Cr Petterson declared a financial interest and left the meeting at 1.15pm*

**With the departure of Cr Petterson there was a lack of a quorum so Item 13.1. will be brought to a Special Council Meeting.**

*Cr Petterson returned to the meeting at 1.30pm.*

**Council Decision – MEETING OPEN TO THE PUBLIC****MOVED CR HARRIS****SECONDED CR PETTERSON**

**Procedural recommendation that the meeting be re-opened to the public**

**CARRIED 4/0****Resolution 089/16****7. Petitions and Deputations**

Richard Boffey - Blackhams Resources

**14. There being no further business the Chairperson closed the meeting at 2.30pm.**

These minutes were confirmed at the Ordinary Meeting of Council on the 19 October 2016

Signed \_\_\_\_\_

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

Date: \_\_\_\_\_