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**APPENDICES**

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<b>APPENDIX 10.4.1.</b>	<b>Accounts Paid by Authority Feb 2012</b>	<b>Blue Pages</b>
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**MINUTES**

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

The President opened the meeting at 1.25 pm.

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

Graham Harris (President)  
Jim Quadrio (Deputy President)  
Chris Webb (Councillor)  
Bernie Weller (Councillor)

Tony Doust (Acting Chief Executive Officer)  
Brett Edwards (Works Manager)

Apologies – Stacey Petterson

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

Nil.

**4. Public Question Time**

Nil.

**5. Applications for Leave of Absence**

Nil.

**6. Notations of Interest**

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

Nil.

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

Nil.

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

Nil.

**7. Petitions and Deputations**

Nil.

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

8.1. The Minutes of the Meeting held on 24<sup>TH</sup> April 2012 be accepted as a true record of the meeting.

**OCM 93/12 Council Decision**

**MOVED CR WEBB**

**SECONDED CR WELLER**

**CARRIED 4/0**

**9. Announcement Presiding Member without Discussion**

Salaries and Allowances Tribunal visited Wiluna yesterday and today and met with the President, Deputy President and the Acting Chief Executive Officer.

Discussions were held with the tribunal members about Chief Executive Officers packages which are now regulated under the Local Government Act 1996 and the impact this may have on Wiluna in attracting a suitably qualified/experienced Chief Executive Officer.

**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:	Tony Doust Acting Chief Executive Officer
Date of Report:	17 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

**Purpose**

The purpose of this report is for Council to receive the Acting Chief Executive Officer's status report which will include items outstanding from previous meetings; and endorse the Acting Chief Executive Officer's actions and recommendations.

**Background**

Section 3.6 of the Shire of Wiluna Local Law (Standing Orders) 1999 requires the Chief Executive Officer to submit a status report to each ordinary meeting of Council on any items that are incomplete.

**Comments**

**Ordinary Council Meeting 24 August 2011**

- 1. Public Bus Service Wiluna**  
**File Ref: 00581**

A report on this matter has been included in the agenda (Item 10.1.6).

### **Ordinary Council Meeting 28 September 2011**

#### **Lot 1506 Woodley & Wells Streets Wiluna**

**File Ref: Lot 1506**

Council's decision:-

*That the Council agrees to the lease being transferred back to the Minister for Lands to allow the property to be leased to Meedac, and the Acting Chief Executive Officer progress the transfer in accordance with the requirements of Section 3.58 of the Local Government Act 1995.*

- 1. The Acting Chief Executive Officer advise Meedac that a rental agreement is required in the short term until the lease transfer is completed, at a peppercorn rental and on the basis that all costs incurred by the Shire on maintaining and leasing the property/improvement are met by Meedac.*

The Acting Chief Executive Officer reported on the 3<sup>rd</sup> April 2012 that no action has been taken on Council's decision to transfer Lot 1506 Woodley & Wells Streets, Wiluna back to the Minister for Lands and or make short term formal rental arrangements for the current use by Meedac at the time this report was prepared.

Following the Council meeting on the 3<sup>rd</sup> April 2012, discussions were held with both the Department of Lands and MEEDAC.

The documents for the transfer of the lease to Meedac have been completed and it is anticipated that this will be completed within the next month.

### **Wiluna Playspace & Park Consultation & Concept Design Report 2010**

**File Ref: 00212**

Council's decision:-

*"That the Chief Executive Officer be requested to provide Council with the following information prior to any decision being made about the project:-*

- 1. The total estimated capital cost for the entire proposal even though it may be undertaken on a progressive basis.*
- 2. The estimated annual costs (operational) for the maintenance and operation for the completed project. (Cost be prepared on the basis of asset management).*
- 3. The avenues available to obtain funding to assist with both the capital and operational costs",*

At the meeting of Council (29<sup>th</sup> February 2012) the Chief Executive Officer Samantha Tarling, advised that Mary Jeavons Landscaping had

been contacted to assist in answering the abovementioned, however, had not responded to allow the matter to be considered by Council at the 2012 February meeting.

The Acting Chief Executive Officer advised on the 3<sup>rd</sup> and 24<sup>th</sup> April 2012 that he would follow this matter up to determine the present position and report to Council at its next meeting.

Contact has now been made with Mary Jeavons Landscaping and preliminary advice has been received stating that construction costing will have to be undertaken by a Quantity Surveyor. This and estimates for the annual operation and maintenance costs will require considerable research and could be a significant cost. No provision has been made in the 2011/12 budget for this work.

The question arises about the Council's commitment to do this work and provide the facility. Unless the Council is definite about proceeding immediately then it is suggested that the matter be held for further consideration in the review of the Shire of Wiluna Strategic Plan and a priority established if it is retained within the long term objectives.

**OCM 94/12 Council Decision**

**MOVED CR QUADRIO**

**SECONDED CR WEBB**

**That the proposed development not be proceeded with at this time and the concept of a playspace and park be reconsidered during the review of the Shire of Wiluna Strategic Plan**

**CARRIED 4/0**

**Golden West Resources Working Party**

**File Ref:**

Council's decision:-

*The Shire of Wiluna approach Golden West Resources regarding the formation of a Joint Working Party to:-*

- (a) Consider the action necessary to gain Local Government and Mining Industry support to lobby both State & Federal Governments to provide rail infrastructure to Wiluna to service bulk Iron Ore delivery to either or both Esperance and the proposed Oakajee Ports, and to make the development of the North Eastern Wiluna iron ore/manganese project made attractive for development.*
- (b) To consider the requirements and approvals necessary to progress the establishment of Mine Workers accommodation within the townsite of Wiluna.*

At the Council meeting held on the 29<sup>th</sup> February the Chief Executive Officer reported that Mick Wilson, Director, and Golden West (GWR) had advised that GWR would be pleased to participate in a joint working party in respect to infrastructure. The nominees will be Paul Leidich

(GWR Mining Engineer and Wiluna West Study Manager), Mick Wilson (GWR Director) and either Gary Lyons (GWR Director & Infrastructure sub-committee member) or Dave Walker (GWR Infrastructure Consultant). It was proposed to hold a meeting at the Shire on Tuesday 28 February 2012 commencing at 5.00pm and a BBQ tea to follow.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved accordingly:

*“Council appoints Cr Quadrio, Cr Wongawol and Cr Petterson as members of the working party to progress matters with Golden West Resources in respect to infrastructure”.*

Given the time since the last meeting including the Easter break no action has been taken.

Due to other commitments and Councillors non availability the meeting has not been held.

### **Report on Shire Residential Properties File Ref: 00615**

Council’s decision:-

*“Council requests the Chief Executive Officer to prepare a report outlining the tenancy arrangements for each Shire residence occupied by Shire employees, including the provision of water, gas, power, telephone, gardening etc., and on receipt of this information Council review its existing policy for the provision of housing to employees”*

A report was prepared and presented to the Council at its meeting on the 29<sup>th</sup> February 2012 (Item 10.1.19).

Council’s decision:-

*“Carry the item over to April 2012 Ordinary Council Meeting for Council consideration.”*

The Acting Chief Executive Officer believes that all the Council policies need to have a comprehensive review, which has now commenced and it is anticipated that the revised policies along with any new policies recommended will be prepared for Councillors consideration at a workshop prior to the May 2012 Ordinary Council meeting. It is recommended that the proposed revised staff housing policy be included in the review.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*“That Council agrees that the review of the Staff Housing Policy 2.12 be deferred and included in the comprehensive review of all policies.”*

The review is progressing and it is anticipated that a report will be ready for consideration by the Council as outlined at the Council meeting on the 3<sup>rd</sup> April 2012.



It is proposed to table the revised policies at the Forum prior to the Council meeting on the 23<sup>rd</sup> May 2012 for informal discussion.

**Report on Shire Owned Controlled Land**  
**File Ref: Various**

*Council's decision:-*

- (a) that the Chief Executive Officer prepare a report detailing all the freehold and reserve land that is owned/vested/managed by the Shire of Wiluna, including the purpose for which the reserve is held and if there is a power to lease.*
- (b) On receipt of the report the Council consider the future purpose of all land and implement a strategy to achieve the use as determined.*

A report was prepared and presented to the Council at its meeting on the 8<sup>th</sup> November 2011.

*Council's decision:-*

*For Council consideration and development of a strategy at the February OCM.*

A further report was prepared and presented to the Council at its meeting on the 29<sup>th</sup> February 2012.

*"Council's decision:-*

*carry the item over to the 3 April 2012 Ordinary Council Meeting for council consideration."*

The Acting Chief Executive Officer believes that it would be far more productive to hold an informal discussion with interested Councillors with the view to making a recommendation on any action that should be taken with regard to the land owned or controlled by the Shire. A report will then be prepared for formal consideration by the Council at a Council meeting.

Council resolved at its meeting on the 3<sup>rd</sup> April 2012:

*"That Council agrees that an informal discussion be held on the 24<sup>th</sup> May 2012 at 8.30am with interested Councillors to consider the report prepared listing all land that is owned or controlled by Council, with the view to recommending any action that is required for consideration at a formal Council Meeting."*

Following the April meeting all Councillors were sent a copy of the report in a bound book format.

## Ordinary Council Meeting 14 December 2011

### Toro Energy General Manager to address Council

#### File Ref:

Council's decision:-

*"That Council strongly reaffirms its support for the establishment of permanent mining accommodation within the town of Wiluna, particularly by Toro Energy and Golden West Resources (subject to conditions and requirements of Wiluna Town Plan Scheme).*

*Council invite Toro Energy General Manager (Vanessa) to address Council at Feb or March OCM 2012."*

Arrangements were made for Vanessa Guthrie to attend the Council meeting that was to be held on the 28<sup>th</sup> March 2012. The March Council meeting date was changed to 3<sup>rd</sup> April 2012 which was not suitable for Ms Guthrie. Arrangements have now been made for Ms Guthrie to attend the Council meeting to be held on the 23<sup>rd</sup> May 2012.

Unfortunately Ms Guthrie has advised that she will not be able to attend the Council meeting today. When alternative arrangements have been concluded Councillors will be advised.

### Lobbying for Sealing of the Goldfields Highway –Wiluna to Meekatharra Section

#### File Ref: 00181 (Vol 2)

Council's decision:-

*"That Council:*

- 1. Receive the report for information;*
- 2. Advise Shire of Meekatharra council that Shire of Wiluna councillors are available to be involved in future meetings to be held with stakeholders;*
- 3. Request the CEO to organize an in-person meeting with Shire of Meekatharra CEO and council to discuss our joint strategy for 2012 to ensure the desired effect is achieved for the lobbying campaign; and*
- 4 Authorize the CEO to continue working closely with the Shire of Meekatharra CEO in the joint efforts to achieve a positive outcome in the lobbying of the sealing of the Goldfields Highway, Wiluna to Meekatharra section."*

The Council was provided with an update at its meeting on the 29<sup>th</sup> February 2012 and resolved accordingly:-

Council's decision:-

*". Receive the report for information; and  
Nominate Cr Harris and Cr Kyanga to meet with Shire of*

*Meekatharra to discuss the sealing of the Goldfields Highway lobbying strategy in March on a date yet to be determined, and nominate any councillors as proxy for the said meeting.”*

Given the recent resignation of Cr J Kyanga it is important to appoint another Councillor to meet with the Shire of Meekatharra.

It is also recommended that Council appoint a proxy to ensure there is continuity in any continuing discussions.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*“That Council appoints Cr Quadrio as a replacement for Cr J Kyanga and Cr Webb as a proxy for both appointed delegates.”*

Arrangements have now been made for a meeting with representatives from the Shire of Meekatharra in Wiluna on Wednesday 13<sup>th</sup> June 2012 at 11.00am.

The Acting Chief Executive Officer referred to a recent email to all Councillors including a copy of a letter to the Shire of Meekatharra confirming that funding has been provided for the planning work required to seal the road.

**Socio-Economic Profile and Economic Opportunity Assessment  
File Ref: 00547**

*Council’s decision:-*

- “1. Defer the Socio Economic Profile and Economic Opportunity Assessment to be received and considered to the March 2012 OCM; and*
- 2. Request the CEO to contact URBIS to ask if changes can be made and one of those being, Pastoralists being factored into the socio economic profile.”*

The Acting Chief Executive Officer reported on the 3<sup>rd</sup> April 2012 that the file indicates that a request has been made to Urbis to include “Pastoralists”. The Acting Chief Executive Officer will contact Urbis and request an updated copy. It is recommended that consideration this matter be held over until the Council meeting on the 24<sup>th</sup> April 2012.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*“That Council agrees that the matter be considered at the Council meeting on the 24<sup>th</sup> April 2012.”*

Councillors raised a number of concerns about the accuracy of the report and agreed to provide their concerns to the Acting Chief Executive Officer. To date councillors have not provide any information.

## Ordinary Council Meeting 29<sup>th</sup> February 2012

### Applications for Manager Corporate Services and Manager Community Development

#### File Ref:

*“Council’ decision:-*

*Nominate Cr Harris, Cr Quadrio and Cr Weller (proxy) as panel to interview the applicants, and interview take place as determined by the selection panel between 14-16 March 2012.”*

The Acting Chief Executive Officer reported on the 3<sup>rd</sup> April 2012 that the interviews did not proceed and at this time the applicants have been advised by WALGA that there will be a delay in a decision. The Acting Chief Executive Officer has considered the applications, however needs to undertake a further assessment against the selection criteria. On completion of this discussions will be held with Crs Harris and Quadrio to determine the action required from the Acting Chief Executive Officers recommendation.

To assist with the administration requirements the Acting Chief Executive Officer has engaged Mr. Bruce Walker on a casual basis. Bruce worked for the Shire in December 2010/January 2011 as acting DCEO and Works Manager.

At the time of writing this report the Acting Chief Executive Officer has reconsidered the applications for the Manager of Corporate Services and decided not to proceed with any appointment at this time. WALGA have been advised to inform the applicants for this position.

An item will be considered under matters behind closed doors recommending the appointed of a person to the position of Manager of Community Development.

### Local Law Review

#### File Ref:00026

*“Council’ decision:-*

*Request the CEO to commence the process as set out under section 3.16 Local Government Act 1995 – Periodic Review of Standing Orders 1999 and Bush Fire Brigades Local Laws, to allow council to determine whether or not it considers that one or both should be repealed, amended or remain as is.*

The Acting Chief Executive Officer reported on the 3<sup>rd</sup> April 2012 that although the above recommendation refers to Standing Orders and Bush Fire Brigades Local Laws the Acting Chief Executive Officer intends to review all Local Laws. It is intended that the review will commence in April 2012. Council will be advised of the progress with the review on a

monthly basis and the objective will be to complete the review by the June 2012 Council Meeting.

The review is progressing and will be completed in line with the above.

**Occupational Safety & Health Fitness for Work Policy**  
**File Ref: 00551**

Council's decision:-

*"Carry the item over to April 2012 Ordinary Council Meeting for Council consideration."*

The Acting Chief Executive Officer believes that all the Council policies need to be a comprehensive review, which has now commenced and it is anticipated that the revised policies along with any new policies recommended will be prepared for Councillors consideration at a workshop prior to the May 2012 Ordinary Council meeting. It is recommended that the proposed Occupational Safety and Health Fitness for Work Policy be included in the review.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*"That Council agrees that the proposed Occupational Safety and Health Fitness for Work Policy included in the comprehensive review of all policies."*

The policy requested has been included in the review process.

**Tjukurba Gallery Business Plan**  
**File Ref: 00574**

*"Council's decision:-*

- 1. Adopt the recommendation in the Tjukurba Gallery Business Plan 2012 – 15 prepared by Tim Aker – Recast the current Tjukurba Art Gallery business model: the 'gallery' and the 'art centre' roles separated and given the tools that enable each to work. The Shire of Wiluna retains Tjukurba Art Gallery as a retail and display/exhibition outlet, complementing its tourism and heritage roles. In a staged approach, Birriliburu Artists are given the independence and commercial footing necessary for its development and long term viability.*
- 2. Adopt the processes outlined in the Plan as the strategic and operational future framework that the Shire of Wiluna and Birriliburu Artists will work within to achieve the outcomes set out.*
- 3. Work cooperatively with Birriliburu Artists to develop their profile, activities and incorporation over an 18-24 month period commencing April 2012."*

In order to progress this decision the Acting Chief Executive Officer believes that a working party including Artists, Councillors and Staff

should be formed. It is recommended that a proposal be put to the next meeting of Council.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*“That the President and Acting Chief Executive Officer discuss with the Artists how the Council decision might be implemented and report back to Council.”*

As the Shire President has been away it has not been possible to progress this matter. It is intended to hold the discussion during the next month.

Attempts have been made to arrange a meeting with the artists, however as they have not been available due to other commitments a meeting has not been held.

Given the situation and funding available the Acting Chief Executive Officer advised Council that he was considering appointing a temporary person to manage the art gallery as an interim measure prior to any new arrangements being put in place.

### **Ordinary Council Meeting 29 February 2012**

#### **Digital TV Switchover File Ref: 00243**

Council at its meeting on the 28<sup>th</sup> September 2011 considered this matter.

*“Council’s decision:-*

- 1. That Council at this time determines that Option 2 as outlined in the report by Mr Canny be progressed for the Shire of Wiluna residents currently covered by the Shire rebroadcasting TV & Radio services i.e. Help Residents via Coordination with DST and further Subsidising Cost*
- 2. That the Shire of Wiluna help coordinate the transition to the VAST service to minimise the expense to local residents. The gap between actual cost per resident and the government subsidy will be determined when the Digital Switchover Taskforce completes a tender process for the purchase and installation of required equipment.”*

Council at its meeting on the 29<sup>th</sup> February 2012 received a report on this matter raising an alternative to what was previously agreed to.

*“Council’s decision:-*

- 1. receive this report and the attachments for information and endorse the CEO decision to have Peter Thompson from Satellite Television and Radio Australia P/L represent the Shire*

- of Wiluna at the WALGA Digital TV Switchover Forum to be held in Perth;*
- 2. Reverse the decision to introduce the VAST system due to new information presented and advise the Digital Switchover Taskforce that the Shire of Wiluna elects to upgrade our self-help retransmission tower; and*
  - 3. Request the CEO to advise Digital Switchover Taskforce by 2 March 2012 of council's decision."*

The Acting Chief Executive Officer has considered the information provided in support of the decision to change from the vast box option, however I feel it is a little premature as one of the major factors of any asset provision is the ongoing yearly cost. The capital cost is upfront and a "one off", however the ongoing yearly cost includes replacement, maintenance, parts/repairs, licenses insurance, etc. I don't believe this cost has been provided or considered. As a person that has been responsible in the past to make our existing rebroadcasting facility operate I feel it is essential that the estimated operating costs be established prior to finally deciding what option to take. I would like Council to re consider the matter.

Council at its meeting on the 3<sup>rd</sup> April 2012 resolved:

*"That the decision of Council made on the 29<sup>th</sup> February 2012 in regard to the T V Digital Switchover not be implemented and prior to any further action or revised decisions being made full costing's for both capital and ongoing outlays for all the options be prepared along with an evaluation of the advantages and disadvantages of each alternative."*

No action has been taken at this time. The matter will be attended to at the earliest opportunity

**Road Closure Criteria**  
**File Ref: 00397**

Council consider a report from the Works Manager with regard to developing a road closure criteria policy.

*"Council's decision:-*

- 1. Approve the expenditure of \$15,000 for the replacement of the existing road closed entry signs, information signs and mobile signage to better convey the conditions or location of closed roads.*
- 2. Hold over the decision on the creation of Local Law over to the April 2012 Ordinary Council Meeting."*

With regard to the suggestion of a creating a Local Law it is recommended that this matter be considered by the Acting Chief Executive Officer on the

basis of either a Local Law or Council Policy as a part of the review process to be undertaken in the next three months.

This matter has been included in the review of the Local Laws and Council Policies.

**OCM 95/12 Officer Recommendation Council Decision**

**MOVED CR WELLER**

**SECONDED CR WEBB**

**That Council receive this report and endorses the Chief Executive Officer's recommendations and actions that have not already been dealt with by a separate motion.**

**CARRIED 4/0**

<b>10.1.2. Subject/Applicant:</b>	<b>WA Local Government Convention 2012</b>
File:	
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	2 <sup>nd</sup> May 2012
Disclosure of Interest:	Nil

**Purpose**

To consider the registration of delegates for the WA Local Government Convention 2012, which is to be held at the Perth Convention and Exhibition Centre during the period 1<sup>st</sup> August – 3<sup>rd</sup> August.

**Background**

The Western Australian Local Government Association has advised accordingly:-

*“The 2012 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 1 August to 3 August 2012. The tentative schedule for the Convention is as follows:*

	<b>START</b>	<b>FINISH</b>
<b>Wednesday 1 August</b>		
Special State and Local Government Forum (President & CEO only)	9:00 am	12 noon
Collection of Voting Keypads	10:00 am	1:30 pm
Honour Recipients Luncheon	12 noon	1:00 pm
WA Local Government Association AGM opening (including Honours Awards Presentations)	1:30 pm	5:30 pm
Convention & Trade Exhibition Welcome Reception	5:30 pm	7:00 pm
<b>Thursday 2 August</b>		
ALGWA Breakfast	7:00 am	8:30 am
Opening and Convention Sessions	9:00 am	5:15 pm
Sundowner	5:15 pm	6:30 pm
Mayors & President Reception – Council House (by invitation)	5:30 pm	7:00 pm



<b>Friday 3 August</b>		
Convention Breakfast with Mick Malthouse	7:00 am	8:45 am
Convention Sessions	9:00 pm	4:30 pm
Convention Gala Dinner	7:00 pm	12:00 am

**Format for the WALGA Annual General Meeting**

*The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30 pm to 5:30 pm on Wednesday 1 August 2012. This event should be attended by delegates from all Member Local Governments.*

**Cost for attending the Annual General Meeting**

*Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the welcome reception that evening must also be notified in advance.*

**Submission of Motions**

*Member Local Government are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2012 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.*

*The closing date for submission of motions is COB **Monday 4 June 2012**. Please note that any motions proposing alterations or amendments to the Constitution of the WA Local Government Association must be received by COB **Monday 28 May 2012** in order to satisfy the 60 day constitutional notification requirements.*

*The following guidelines should be followed by Members in the formulation of motions:*

- ❖ Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.*
- ❖ Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.*
- ❖ Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?*
- ❖ The likely political impact of the motion should be carefully considered.*
- ❖ Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.*

*Enquires relating to the preparation or submission of motions should be directed to Janet Done, Executive Officer Governance and Strategy on 9213 2013 or via email [jdone@walga.asn.au](mailto:jdone@walga.asn.au)*

**Emergency Motions**

*No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the Conference Standing Orders for details.”*

**Comment**

A copy of information and registration is attached as Appendix 10.1.2.

Accommodation arrangements were made by the previous Chief Executive Officer for all Councillors and the Chief Executive Officer, to stay at the Somerset, St Georges Tce, Perth, prior to and after the Convention. Accommodation has been reserved from Tuesday 31<sup>st</sup> July 2012 to Sunday (morning) 5<sup>th</sup> August 2012. It is proposed that two vehicles will be used to travel to the Convention.

It is also noted that the Western Australian Local Government Association will be holding training courses prior to and after the Convention. Councillors indicated at the “*Forum*” prior to the last meeting that they would like to attend courses on “*Meeting Procedures and Debating for Elected Members*” and “*Professionally Speaking for Elected Members.*” Both are offered during the Convention. “*Meeting Procedures and Debating*” 1<sup>st</sup> August 2012 and “*Professionally Speaking*” Saturday 4<sup>th</sup> August 2012. Costs \$395 and \$450 respectively.

Council will need to determine the following:-

1. Approved delegates to attend the Convention.
2. Appoint voting delegates for the WALGA Annual General Meeting.
3. Agree to submit any motions that are considered appropriate for the AGM.
4. Approve Councillors that wish to attend any of the training courses.

**Consultation**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Council Policy: Requires approval of delegates to attend conferences and training.

### **Financial Implications**

The cost per delegate for registration, accommodation and training course fees is estimated at \$3,750. This includes meals, attendance at the dinner, opening reception and Convention breakfast.

The total costs for all councillors and Acting CEO to attend is estimated at \$30,000.

The cost if approved will be provided in the 2012/13 budget.

### **Strategic Implications**

Provides all councillors with the opportunity to participate in a forum that allows discussion on a formal and informal basis with other local government delegates.

### **Voting Requirements**

Simple Majority

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### ***OCM 96/12 Officer Recommendation and Council Decision***

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**MOVED CR WEBB**

**SECONDED CR QUADRIO**

1. Council approve the following to attend the WA 2012 Local Government week convention from 1<sup>st</sup> August 2012 to 5<sup>th</sup> August 2012: Crs Harris, Webb, Petterson, Weller and Wongawol and the Acting Chief Executive Officer and the costs be met in accordance with Council Policy.
2. Crs Harris and Webb be appointed as voting delegates for the Western Australian Local Government Association Annual General Meeting to be held on the 1<sup>st</sup> August 2012.
3. That no motions be submitted to the Annual General Meeting of the Western Australian Local Government Association.
4. (A) That Crs Harris, Webb, Weller, Petterson and Wongawol attend the "*Meeting Procedures and Debating*" training session on the 1<sup>st</sup> August 2012.  
(B) That Crs Harris, Webb and Petterson attend the "*Professionally Speaking*" training session on 4<sup>th</sup> August 2012.

**CARRIED 4/0**

<b>10.1.3. Subject/Applicant:</b>	<b>Mines Trades &amp; Maintenance - Sewerage Waste Disposal Charges</b>
File:	00158
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	3 <sup>rd</sup> May 2012
Disclosure of Interest:	Nil

### **Purpose**

To consider a request from Mines Trades & Maintenance for a review of the charges levied for sewerage waste disposal at the Shire waste site prior to the review of the fee by Council.

### **Background**

Council at its meeting on the 29<sup>th</sup> February 2012 considered a report on the level of fees set in the 2011/12 budget for the disposal of liquid waste at the Wiluna waste disposal site.

Council resolved to:-

*“That Council reduces the fee for septic waste disposal from the current \$220.00 for the first M<sup>3</sup> or 1000 lts and \$220.00 for every M<sup>3</sup> or 1000 lts thereafter, to a \$220.00 access fee per load or truck.”*

The new fee has been implemented from the date of Council’s decision.

### **Comment**

Mines Trades & Maintenance being a major user of this service have now requested that Council review the charges levied for services up to the date the fee was changed.

Accounts for the services totalling \$11,715.00 have been raised. If the revised charge had been applied from 1/7/2011 the total cost of the services by Mines Trades & Maintenance would have totalled \$3,740.00.

Given Council’s decision to review the fee for the reasons outlined in the report provided on the 20<sup>th</sup> February 2012, it is considered reasonable that the accounts rendered totalling \$11,715.00 be revised to \$3,740.00 and the amount of \$7,975.00 be written off.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1995 – Section 6.12  
Power to defer, grant discounts, waive or write off debts.

### Policy Implications

Nil

### Financial Implications

The budget estimate for this service has been exceeded by the actual received to date, including provision for the amount to be written off.

### Strategic Implications

Nil

### Voting Requirements

Absolute Majority

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### ***OCM 97/12 Officer Recommendation and Council Decision***

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**MOVED CR WELLER**

**SECONDED CR QUADRIO**

**That Council resolves to write off \$7,975.00 for charges raised for septic tank waste levied to Mines Trades & Maintenance during the period 1/7/2011 to 29/2/2012, in view of the decision of Council to reduce the fee on 29<sup>th</sup> February 2012.**

**CARRIED 4/0 Absolute Majority**

<b>10.1.4. Subject/Applicant:</b>	<b>Regional Archives and Records Management and Storage Facility - Kalgoorlie</b>
File:	
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	4th May 2012
Disclosure of Interest:	Nil

### Purpose

To consider a report on the progress of the Regional Archives and Records Management Facility in Kalgoorlie and the proposed purchase of a building.

### Background

The Archives and Records Management and Storage Facility is one of the GVROC agreed Country Local Government Fund (CLGF) regional projects for the 2010/2011 financial year.

A report on the facility was tabled by Don Burnett, CEO City of Kalgoorlie-Boulder at the GVROC Technical Officers Working Group meeting held on Friday 9 March 2012.

Following discussion of the report the GVROC Technical Officers resolved as follows:

- 1. Member Councils of GVROC consider involvement in the Archives and Records Management and Storage Facility project on an equal financial commitment, based on the "worst case scenario" presented in the report tabled by the CEO City of Kalgoorlie-Boulder to a meeting of the GVROC Technical Officers Working Group meeting held Friday 9 March 2012.*
- 2. Further advice be sought on ownership issues be sought, based on participating Member Councils being tenants in common; and*
- 3. A Memorandum of Understanding be developed to recognise all issues raised in the report tabled by the CEO City of Kalgoorlie-Boulder to a meeting of the GVROC Technical Officers Working Group meeting held Friday 9 March 2012.*

It was also agreed at this meeting that the City of Kalgoorlie-Boulder would prepare an updated report for tabling at the Council meeting to be held in Kalgoorlie on Friday 25 May 2012.

### **Comment**

The Chief Executive Officer of the City of Kalgoorlie-Boulder, Don Burnett, circulated an updated version of the Records Facility Plan. This document forms an attachment to the meeting agenda (Appendix 10.1.4.).

The report shows the first year's operating loss would be around \$18,500 per Member Council. In year 2 the operating loss would be around \$9430 per Member Council.

To participate, Member Councils would need to allocate \$18,500 in their 2012/2013 draft budget.

The report gives details of a potential building for purchase.

Following the Technical Officers Working Group meeting held on Friday 9 March 2012 there was agreement amongst Member Councils present that each Council would have equal equity in the building and therefore pay an equal amount towards the initial operating shortfall and eventually receive an equal amount in the annual surplus.

A decision on the purchase of the building will be required before the matter could be considered by the GVROC Council at its meeting scheduled for Friday 25 May 2012. Each GVROC Member Council is asked to endorse the proposal to purchase the building. To facilitate the possible purchase of the building Don Burnett proposed that the City puts in an offer that will be subject to a ratification process by the City of Kalgoorlie-Boulder Council and by the GVROC Council.

The matter was discussed again at the GVROC Technical Officers meeting in Leonora on 4<sup>th</sup> May 2012 and the importance of each Local Government Council's decision prior to the 25<sup>th</sup> May 2012 was again raised.

It is recommended that Council support the proposed purchase and agrees to continue.

**Consultation**

GVROC Technical Officers Group.

**Statutory Environment**

Nil.

**Policy Implications**

Nil

**Financial Implications**

No funding will be required until the year 2012/13. Funding will need to be provided in the 2012/13 budget. Estimates for the Shire of Wiluna contribution for year one i.e. \$18,500.00.

**Strategic Implications**

Provision of this regional facility will provide for future records storage and management which is an important requirement.

**Voting Requirements**

Simple Majority

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***OCM 99/12 Officer Recommendation and Council Decision***

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**MOVED CR QUADRIO**

**SECONDED CR WEBB**

- 1. That Council supports the proposed purchase of the building by the City of Kalgoorlie-Boulder and agrees to contribute to the operational costs as shown in the projected operations and income and expenditure budget.**
- 2. The year one contribution of \$18,500 by the Shire of Wiluna be included in the 2012/13 budget estimates.**

**CARRIED 4/0**

<b>10.1.5. Subject/Applicant:</b>	<b>GVROC – Meeting Minutes</b>
File:	
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	15 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

### **Purpose**

The purpose of this report is to receive copies of the minutes of GVROC meetings held during the past month of April/May 2012.

### **Background**

Council resolved in September 2011 that a report be provided from Councillors and officials attending any conferences, seminars or meetings as delegates or representatives of the council.

### **Comment**

GVROC Council meetings were as follows.

26<sup>th</sup> April 2012 (telephone conference meeting).  
Shire attendees:- Cr Graham Harris and Tony Doust

Copies of the minutes are attached as Appendix 10.1.5. where no action is required by council on any matter raised considered at the above meetings.

### **Consultation**

Nil

### **Statutory Environment**

Nil

### **Policy Implications**

Council Policy 1.24

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

### **Financial Implications**

Nil

### **Strategic Implications**

Nil



## Voting Requirements

Simple Majority

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### ***OCM 99/12 Officer Recommendation and Council Decision***

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**MOVED CR WELLER**

**SECONDED CR QUADRIO**

**That the minutes of the GVROC Council meeting held on 26<sup>th</sup> May 2012 be received.**

**CARRIED 4/0**

<b>10.1.6. Subject/Applicant:</b>	<b>Public Bus Service Wiluna</b>
File:	00581
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	14 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

### **Purpose**

To obtain Council approval to progress with the trial bus service between Wiluna and Leonora to link with the Goldrush Tours service between Kalgoorlie and Laverton.

### **Background**

In August 2011 Council received a response to a letter from the Minister for Transport about the provision of a public bus service to Wiluna. Council resolved that the Acting Chief Executive Officer enter into discussions with the Public Transport Authority (PTA) about the arrangements required to provide a weekly service and report back to Council.

The Acting Chief Executive Officer discussed this matter with Mr Peter Jones PTA and the following information was received:-

- The proposed service would connect to the existing Kalgoorlie Laverton Goldrush Tours Bus Service at Leonora.
- The weekly timetable would be return from Kalgoorlie on a Thursday at 9.00 am, arrive in Leonora at 11.45 am and arrive in Wiluna at 4.00 pm. Depart Wiluna on Friday at 7.30 am, arrive Leonora at 11.30 am and arrive Kalgoorlie at 2.15 pm.
- The proposed fee for the Wiluna Leonora leg (one way) would be \$52.00 per adult and \$35.00 concession. In addition to the above fees the Goldrush charges of \$52.00 per adult and \$35.00 concession for the bus trip from Leonora to Kalgoorlie (one way) would also be payable. The Shire and Goldrush Tours would need to coordinate bookings and collect the fees.

- The Shire to provide a Bus that is licensed to provide this public service, including an appropriately licensed driver and meet these costs.

The PTA has requested the Shire provide an estimate of the costs associated with providing the service to connect with the existing Goldrush Kalgoorlie Laverton Bus service. On receipt of this information the PTA will consider the possibility of funding to assist with the cost. The PTA also suggest that if the service is provided it be for a trial period of six months with a minimum benchmark of (4) persons per trip for the retention of the service.

The Acting Chief Executive Officer had some concerns about finding a suitably qualified person to drive the bus on a permanent basis. Based on the timetable it will be at least two (8) hour days per week. Prior to proceeding any further Council feedback on the proposal as outlined is sought.

The Department of Transport were advised on the 7<sup>th</sup> October 2011 of the estimated cost to provide a weekly service to connect with the Kalgoorlie Laverton service at Leonora. The estimated cost is \$1,316.00 per week and if there are (6) passengers, 50% full & 50% concession, both ways, then the income is estimated at \$522.00 per week, resulting in an estimated weekly deficit of \$794.00. The PTA has been asked to consider this and advise of any subsidy that might be available.

Following the Council meeting on the 3<sup>rd</sup> April 2012 the Acting Chief Executive Officer has emailed the Department of Transport and also had a telephone discussion with Mr. Peter Jones from the PTA.

At the Council meeting on the 24<sup>th</sup> April 2012 the Acting Chief Executive Officer reported that the service and subsidy has been approved by the PTA for the service to operate on a trial basis for six months subject to review during this time of the number of users. The Acting Chief Executive Officer will provide a report to council on the costing requirements at the next meeting.

### **Comment**

The arrangements for the trial bus service are progressing and should be complete in time for the same to commence in mid-June 2012.

It is proposed to use the Toyota small bus/van purchased for the Recreation/Sport service given the trial nature of the service. This vehicle has a seating capacity of (14) persons excluding the driver. An application has been made to the Department of Transport to obtain the necessary licence.

A suitable person has made enquires about the drivers position and it is intended to confirm the appointment with the applicant on final approval for the service by both the Council and Department of Transport.

Council will need to formally approve of the provision of the service and agree to meet any costs that are not met by the subsidy by the Department of Transport and or fees collected from the passengers.

The fares are set by the Department of Transport and it will be the Shire responsibility to collect these.

As previously advised the cost of providing the service for six months is estimated at \$34,216. After considering the estimated income from fares of \$13,572, the loss for the period of \$20,644 will be met by the Department of Transport on the basis that there is a minimum of (4) passengers per trip. If this is not achieved then the service will be terminated and the funding withdrawn at the conclusion of the trial. This service may be terminated by the Public Transport Authority earlier than the (6) months if the patronage levels are very low.

Any short fall in the estimated level of income from fares will need to be met by the Shire of Wiluna.

It is recommended that the service by provided as outlined above.

### **Consultation**

Public Transport Authority, Department of Transport and Goldrush Tours.

### **Financial Implications**

As outlined in the comment section of this report. The maximum loss for the Shire of Wiluna is estimated to be \$13,572.00 less income from fares.

### **Statutory Environment**

Local Government Act 1995 General	Provision of Service Section 6.8. Unbudgeted expenditure Section 6.1b. Fees & Charges
Transport Coordination Act 1966	Regular Passenger (RPT) Licensing Requirement Omnibus Licensing Driver Licensing

### **Policy Implications**

No special policy.

### **Strategic Implications**

Provide the community of Wiluna with a transport service to a regional centre in the Goldfields.

## Voting Requirements

Absolute Majority

### **OCM 100/12 Officer Recommendation and Council Decision**

**MOVED CR WELLER**

**SECONDED CR WEBB**

1. Council agrees to provide the proposed bus service from Wiluna to Leonora and return, on Thursday and Friday on a weekly basis, for a trial period of six months.
2. The maximum estimated deficit cost of the service after the subsidy to be received from the Department of Transport, through the Public Transport Authority, of \$13,572, be approved.
3. The following fares as set by the Department of Transport (PTA) be adopted:-

#### **FARES**

Wiluna-Leonora (one way)	Full fare	\$52.00
	Concession	\$35.00

#### **Kalgoorlie-Leonora (one way)**

Goldrush Tours	Full fare	\$52.00
	Concession	\$35.00

4. The Acting Chief Executive Officer be authorized to complete the arrangements for the trial service and make any minor adjustment/changes required.

**CARRIED 4./0 Absolute Majority**

<b>10.1.7. Subject/Applicant:</b>	<b>Goldfields Tourism Network Association Inc</b>
File:	
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	14 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

## **Purpose**

To consider an invitation from the Goldfields Tourism Network Association Inc. to nominate a person to represent the Shire of Wiluna at meetings of the board.

## **Background**

Council at its meeting on the 29<sup>th</sup> February 2012 resolved to become a member of the Goldfields Tourism Network Association for the remaining portion of 2011/12 and for the year 2012/13.

The Goldfields Tourism Network Association Inc. was established in December 2010, to create a new direction, to become a more broadly focused tourism organisation, promoting the greater Goldfields region in a more unified manner.

The Goldfields Tourism Network Association has the six local governments of Wiluna, Leonora, Laverton, Menzies, Kalgoorlie-Boulder and Coolgardie as the primary members. In addition to these the Board consists of various government agencies, mining companies and community positions.

### **Comment**

The manager of the Association advises that the board meets every 6-8 weeks and in locations within the region. The ability to attend meetings via teleconference is available.

Meetings for the remaining portion of 2011/12 are scheduled for 10<sup>th</sup> August (Kalgoorlie), 14<sup>th</sup> September (Leonora), 26<sup>th</sup> October (Coolgardie) and 7<sup>th</sup> December (Kalgoorlie).

The Association advises that it is delighted to have the Shire of Wiluna as a partner in promoting and marketing the Goldfields sub-region and is looking forward to supporting Wiluna in attracting visitors to the region.

It is recommended that a Councillor be nominated as a representative and the Community Development Manager as a proxy representative.

### **Consultation**

Nil.

### **Financial Implications**

Costs associated with attending meeting will be provided in future budgets.

### **Statutory Environment**

Nil.

### **Policy Implications**

Shire of Wiluna policy 1.14 section (1).

### **Strategic Implications**

Shire of Wiluna  
Strategic Plan 2009-14  
"Go Ahead Wiluna"  
Participate in regional tourism strategies

## Voting Requirements

Simple Majority

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### ***OCM 101/12 Officer Recommendation and Council Decision***

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**MOVED CR WEBB**

**SECONDED CR QUADRIO**

**That Mrs G Marchant be approached to be the Shire of Wiluna representative on the Goldfields Tourism Network Association Inc. and the Community Development Manager be the proxy representative.**

**CARRIED 4/0**

<b>10.1.8. Subject/Applicant:</b>	<b>Shire Administration Building, Consultation Work and Renovations</b>
File:	00605
Reporting Officer:	Tony Doust – Acting Chief Executive Officer
Date of Report:	16 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

## **Purpose**

To obtain Council approval for the President, Deputy President and Acting Chief Executive Officer to progress the development of plans with the architect for the works proposed.

## **Background**

Council at its meeting on 24<sup>th</sup> April 2012 included the funding and revenue in the 2011/12 budget for the works to be progressed.

Council also resolved:-

*“That the Acting Chief Executive Officer and Councillors available meet with Annabel Wills Heritage Architect to provide input into the works required for the upgrading and improvement to the Shire Administration Building.”*

A meeting was arranged with Annabel Wills on Tuesday 15<sup>th</sup> May 2012 for Councillors to meet and have input into the proposed works. Crs. Harris and Quadrio attended along with the Acting Chief Executive Officer.

Staff also met with the architect and provided their input.

## **Comment**

Given there will be a considerable amount of discussion required during the next few months to formulate the plans it is suggested that Council authorise the President and Deputy President, together with the Acting Chief Executive

Officer to progress the development or plans without having to obtain approval from Council.

It is intended that the final concept will be presented to Council for approval prior to proceeding with calling of tenders for the work to be undertaken.

Councillors at any time will be able to have input if they so wish.

### **Consultation**

President, Deputy President and Annabel Wills.

### **Financial Implications**

No specific implications in relation to the progression of plans. Funding has been provided in the 2011/12 budget for the architects costs.

### **Statutory Environment**

Nil.

### **Policy Implications**

Nil.

### **Strategic Implications**

Shire of Wiluna Strategic Plan 2009 – 2014.

“Green Wiluna”

Maintain Council owned Buildings and Facilities ensuring high standards of public safety and access.

### **Voting Requirements**

Simple Majority.

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***OCM 102/12 Officer Recommendation and Council Decision***

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**MOVED CR WEBB**

**SECONDED CR WELLER**

**The President Cr Harris, Deputy President Cr Quadrio and Acting Chief Executive Officer be authorized to progress the development of plans for the refurbishment and changes required to the Shire Administration Building, with the view to presenting Council with a concept that is considered suitable for the future use of the premises as well as preserving the heritage values.**

**CARRIED 4/0**

<b>10.1.9. Subject/Applicant:</b>	<b>Dept of Transport - State Aviation Strategy</b>
<b>File:</b>	00581
<b>Reporting Officer:</b>	Tony Doust – Acting Chief Executive Officer
<b>Date of Report:</b>	3 <sup>rd</sup> May 2012
<b>Disclosure of Interest:</b>	Nil

### **Purpose**

The purpose of this report is to obtain Council comments on the *Issues Paper* in regard to the proposed *Western Australian State Aviation Strategy* which seeks to initiate debate and discussion amongst stakeholders about the aviation industry now and into the future.

### **Background**

In 2009 the Commonwealth Government released the *National Aviation Policy White Paper*. The key areas addressed were international travel, domestic and regional aviation, general aviation, industry skills and productivity, consumer protection, safety and security, airport infrastructure, and the environmental impacts of aviation.

The Western Australian Government does not currently have a strategic aviation policy. It has therefore produced the Issues Paper, as a non-definitive summary of all the current and anticipated aviation-related issues for Western Australia. To encourage responses, a series of discussion questions are included throughout the document. Responses are not expected to deal with all the questions, but rather target those most relevant to their organisation. Responses must be received by May 31, 2012.

The questions most relevant to us are these:

- “1) *Should the State Government directly advocate to the Civil Aviation Safety Authority (CASA) to allow charter services to carry RPT passengers so as to improve passenger service provision to regional areas of Western Australia?*
- 2) *Are there ways of modifying the current charter policy to ensure that charter services do not undermine RPT services by which operate on the same RPT routes?*
- 3) *Should an identified number of services on regulated routes be the trigger for a review of whether the route could be deregulated?*
- 4) *What priorities and criteria are used in the allocation of RADS funding? What priorities and criteria should be used in the allocation of RADS future funding?*
- 5) *Is there a need to review the stakeholder consultation and communication process associated with the awarding of regular passenger transport routes?*
- 6) *After the awarding of regular passenger transport routes how should the management of those routes be undertaken (by Government)?”*



## Comment

The issues listed in the background section of this report come under the heading of '*Regulation of Intrastate Air Services*'. These issues directly relate to the current Regular Public Transport (RPT) license held by Skippers Aviation for the Perth to Wiluna and Leinster route. They also relate to the current charter license held by Maroomba to service the mine-sites at Wiluna. It is not intended to answer each question per say but to discuss the issues raised as they could affect the service to our district wide community.

Under the *Transport Co-ordination Act (1966)*, every vehicle (including aircraft) operated on a road or air route requires a license. The Minister may specify any conditions applicable to a license; restrictions may be made on where aircraft may fly thus protecting air routes which may be allocated to a single operator. The Minister may grant a RPT license for a route to that single operator. However, resource companies often prefer to charter aircraft for their Fly in Fly out (FIFO) arrangements in order to reduce costs and to provide more flexibility. Under current national regulations, the Civil Aviation Authority (CASA) does not allow charter services to carry RPT passengers. Charter operations are not accessible to the general public, whereas RPT operations are scheduled and individual seats are available for purchase by the general public. These definitions apply to the Transport Co-ordination Act and therefore to WA aircraft licenses.

The State Government has imposed a restriction that limits intrastate charter flights to one flight per corporate customer per week over each RPT route. The restriction applies to both regulated and deregulated routes. The Minister may however consider applications for any additional charter service/s; when assessing such applications the Minister must take into consideration the impact that any charter would have on the RPT service.

While the State Government requires a minimum number of services on regulated routes, it does not impose ceilings on the number of services by individual airlines on RPT routes. Any ceiling would have to trigger a review on deregulating that route.

In summary of the current situation, it would seem that Wiluna has a RPT provider that utilises small aircraft and is not always able to ensure seating as required. We also have a charter service provided for mines in close proximity to the Wiluna town-site community, which is under- utilised, often with spare seats. The charter company utilises bigger aircraft and obviously takes away custom which would otherwise have to utilise the RPT. The Minister in allowing both licenses is doing a balancing act between the need of the general public and the need of the resources industry. The best scenario is to somehow combine the both so that everyone gets a better balance.

The issues therefore raised in questions 1, 2, 3, 5, and 6 are particularly relevant to Wiluna

One alternative proposed is to remove the distinction between *charter* and *RPT* and just have one '*passenger transport*' license. This would enable the charter operators to effectively open their flights to the general public so that any spare capacity could be utilised by non-clients. To quote the issues paper : '*This would have a significant impact on services, for example in the Northern Goldfields where community travel is infrequent and so a few seats per flight on what would previously have been classified as charter could be adequate to meet demand and also provide better frequency of service and in many cases, larger aircraft*'. This is the basis of question 1.

On the face of it, the above proposal would seem to get the balancing act just right. However does it ensure that Wiluna will still have the essence of a regular public transport operator: - or will the RPT service be undermined as suggested in question 2?

The answer may well be somewhere between the two with the route still being regulated and any license issued being on conditions subject to regular independent audit, ensuring that the service is still:

- Regular to avoid lengthy undesirable expensive stopover time or inflexibility of working days
- On time
- Meeting seat demand
- Quality aircraft with in-flight service and basic facilities like toilets
- Improved in-flight times with bigger aircraft

It may well be possible for example, to issue one license which is 'passenger transport' on condition of a minimum regular number of days service with regular departure times- but with an additional minimum number of flexible flights to cater for the mining industry but available to the general public. In short, one licensed operator.

Having just one form of license, with one licensed operator issued under strictly supervised conditions, would seem to overcome the present situation of two operators with separate types of licenses both unable to operate to the best efficiencies. Conditional licenses, with government audit answers question 6- how should routes be managed?

Question 5 certainly outlines what should now happen and should regularly happen in the future: - stakeholder consultation and communication before and after awarding of regular 'passenger transport' routes. There must surely be middle ground which will improve everyone's purposes.

### **Consultation**

The very short notice given to submit a response to the particular issues makes consultation almost impossible. However, the CEO has met recently with our close mining company representatives on other matters, and they are determined to be good corporate citizens. There is no doubt they would be keen to look at our air services.

### **Statutory Environment**

Transport Co-ordination Act 1966

### **Policy Implications**

None direct but certainly involves the 'good government' of the Council role.

### **Financial Implications**

It may well be possible to achieve reduction of costs to the Shire in consultant's time, staff and member travel/accommodation and possibly airfares.

### **Strategic Implications**

A far more regular air service for the public, mining staff and emergency travel for health patients can be achieved.

### **Voting Requirements**

Simple majority

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***OCM 103/12 Officer Recommendation and Council Decision***

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#### **MOVED CR QUADRIO**

#### **SECONDED CR WEBB**

1. That a submission be made to the Department of Transport on the grounds of regulating the Perth- Wiluna Airport route to have one licensed operator servicing all stakeholders.
2. The license should be conditional on ensuring an improved regular passenger transport service with at least five days available to the general public.
3. The aircraft should be of a quality to ensure improved general passenger comfort and there should be regular audits to enforce conditions.
4. At least once yearly, stakeholders should meet for open discussion.
5. That the use of private air fields within 50kms of the Wiluna Airstrip not be permitted to be used for private charter purposes.

**CARRIED 4/0**

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

**Nil**

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

**Nil**

#### 10.4. Manager Finance & Administration Reports

<b>10.4.1. Subject/Applicant:</b>	<b>Accounts Paid by Authority</b>
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Admin & Finance
Date of Report:	15 <sup>th</sup> May 2012
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 30 April 2012 are listed as Appendix 10.4.1.- 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

#### ***OCM 104/12 Officer Recommendation and Council Decision***

**MOVED CR WEBB**

**SECONDED CR QUADRIO**

**That the accounts paid by authority for the period ending 30 April 2012 totalling \$363,605.56 be received, endorsed and incorporated in the Minutes of the meeting.**

**CARRIED 4 /0**

*The meeting was adjourned at 2.55 pm and resumed at 2.58 pm*

<b>10.4.2. Subject/Applicant:</b>	<b>Financial Report</b>
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	15 <sup>th</sup> May 2012
Disclosure of Interest:	Nil

### **Purpose**

The purpose of this report is to seek Council's adoption of the Financial Reports for the period ending 30 April 2012.

### **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 periods ending 30 April 2012 are listed as Appendix 10.4.2. green pages.

### **Comment**

Nil

### **Consultation**

Nil

### **Statutory Environment**

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

### **Voting Requirement**

Simple majority

### ***OCM 105/12 Officer Recommendation***

**MOVED CR QUADRIO**

**SECONDED CR WELLER**

**That Council adopt the Financial Reports for the period ending 30 April 2012 as presented.**

**CARRIED 4/0**

## 10.5. Works Manager Report

<b>10.5.1. Subject/Applicant:</b>	<b>Tender Road Maintenance Services RTF 12/01/01 and RTF 12/01/02</b>
File:	00374
Reporting Officer:	Brett Edwards – Works Manager
Date of Report:	9 May 2012
Disclosure of Interest:	Nil

### Purpose

The purpose of this report is to obtain Council approval for the calling of tenders for the provision of Road Maintenance Grading Services for a period 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2014.

### Background

The previous tender for road grading services expired about 12 months ago and a fresh call for tenders has been delayed due to staff changes.

### Comment

In the past tenders have been called for the whole of the Shire only. The tender documents as attached to the agenda (Appendix 10.5.1.) have been drafted to allow for options of 'Whole of Shire' or 'For sections of the Shire'. Three sections have been allowed for:

Section A – Western Area: - incorporating Sandstone Wiluna, Yeelirrie, Yandil, Lake Way, Albion Downs and Wiluna North roads.

Section B- South East Area: - incorporating Barwidgee, Mount Fisher, Wonganoo, Barwidgee-Yandal and Prenti Downs roads.

Section C- Central Area: - incorporating Wongawol, Granite Peak-Lake Violet, Carnegie, Carnegie-Glenayle, Gunbarrel Hwy, Sydney Heads, Granite Peak Bypass, Lake Violet Access and Glenayle Access roads.

*Qualitative Criteria for the Tender*

<b>Description of qualitative Criteria</b>	<b>Weighting</b>
Demonstrated experience in completing similar projects including skills, experience and certification of key personnel	20%
Tenderers resources and quality of plant and equipment including accommodation	10%
A demonstrated understanding of the required tasks.	10%
Provision of a suitable occupation health and safety regime for the protection of staff and the general public	10%
Tendered price of the works	50%

*Selection Criteria*

A best value for money approach will be adopted for the tender with the lowest price not necessarily being accepted, nor the tender with the highest ranking on the qualitative criteria.

*Compliance Criteria*

The tender documents include compliance criteria which will not be point scored but assessed on a simple Yes/No basis. If a criteria is not met and has a "No" against it, the tender may be eliminated from consideration.

It is intended to close the tenders at 3.00pm on Monday 18 June 2012. Tenders will be opened at 3.30pm on the same day. This will enable the tenders to be invited and closed in time to be considered by Council at the June ordinary meeting.

The tender documents include specifications noting the various types of roads and the grading requirements for each.

The Council's Local Purchasing Policies are noted in the tender.

**Consultation**

Acting Chief Executive Officer, Bruce Walker – Relieving Project Manager

**Statutory Environment**

Section 3.57 of the Local Government Act 1995.  
Local Government Functions and General Regulations 1996, 11, 14 and 15

**Policy Implications**

Local Purchasing Policy Preferences

### **Financial Implications**

No financial implications as the only cost is advertising which has been provided for in the 2011/12 budget.

### **Strategic Implications**

Shire of Wiluna Strategic Plan 2009-14.

“Green Wiluna.”

Ensure all Shire roads and streets are maintained and safe.

### **Voting Requirements**

Simple Majority

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### ***OCM 106/12 Officer Recommendation and Council Decision***

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**MOVED CR WELLER**

**SECONDED CR WEBB**

1. Tenders be publicly invited for the provision of road maintenance grading services for the period 1<sup>st</sup> July 2012 to June 30<sup>th</sup> 2014, on the following basis:-

**Tender RTF12/01/01- Provision of Road Maintenance Grading Services for Whole of the Shire of Wiluna;**

**Tender RTF 12/01/02- Provision of Road Maintenance Grading Services for a section of the Shire of Wiluna based on the sections A, B and C as outlined in this report.**

2. The ‘Selection Criteria’ together with the ‘Qualitative Criteria’ and ‘Compliance Criteria’ outlined in this report and listed in the tender documents be used in considering and accepting tenders.
3. Tenders close at 3.00 pm on Monday 18<sup>th</sup> June 2012.

**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**

Nil.

**13. Public Question Time**

Nil.



14. Matters Behind Closed Doors – Confidential Item

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***OCM 107/12 Council Decision***

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**MOVED CR QUADRIO**

**SECONDED CR WELLER**

**That the meeting be closed to the public to consider a matter relating to an employee appointment and contract.**

**CARRIED 4/0**

*The meeting was closed to the public between 3.45 pm and 3.50 pm.*

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***OCM 108/12 Council Decision***

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**MOVED CR WELLER**

**SECONDED CR WEBB**

**That the meeting be reopened to the public.**

**CARRIED 4/0**

The following decision made behind closed doors was read out:-

**14.1. Appointment of Community Development Manager.**

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***OCM 109/12 Council Decision***

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**MOVED CR WEBB**

**SECONDED CR WELLER**

**Council accepts the recommendation of the Acting Chief Executive Officer to appoint Mr. Michael Beltran as Community Development Manager for the Shire of Wiluna for a period of two years, as per the conditions included in the agenda considered behind closed doors.**

**CARRIED 4/0**

15. Closure

The meeting was closed at 4.10 pm.