

MINUTES
ORDINARY COUNCIL MEETING
Friday 21st December 2012

Minutes of the Ordinary Meeting of the Yilgarn Shire Council held in the Council Chambers, Antares Street, Southern Cross on Friday, 21st December 2012.

PRESENT

Cr P R Patroni, Shire President

Crs O Truran, W A Della Bosca, D Auld, J Della Bosca, D J Pasini

Council Officers: V Piccoli, Chief Executive Officer
 M N Dohnt, Deputy Chief Executive Officer
 R J Bosenberg, Manager for Works
 W J Dallywater, Manager Environmental Health & Building
 J F Guerini, Finance Manager

INFORMATION SESSION

Mr Paul West and Miss Mellissa Deegenars from Wheatbelt GP spoke in regards to the financial return of the Doctor's surgery over the past year and advised that the practice had made a profit of \$47,107 for 2011/2012 and Council will receive a cheque for \$21,642, which is 50% of the profits in the near future.

He also advised that placing Dr Sally Simpson in Southern Cross has been successful however, he does understand that Council's preferred model would be a live in Doctor in town who is available for weekends if needed. Mr West explained there are issues with being able to obtain flights for the Doctor to fly in and out of Southern Cross and currently the Doctor is catching the Monday morning train from Perth and leaving on a flight on Friday afternoon, which was reducing the Doctor's time in Southern Cross to four days per week.

Paul went on to say that he is hoping Merredin Hospital will come on board with Wheatbelt GP, which will enable them to network the Doctors around the area with Merredin as the hub and try to encourage Registrars to come out to the area.

The meeting was declared open for business at 2.10pm.

PUBLIC QUESTION TIME

Graham Reside addressed Council in regards to Council purchasing his roadhouse on Canopus St, for the proposed extension of the Seniors' lifestyle village / aged accommodation. Graham advised that he has put the property on the market and has had vendors interested but would like to know where he stands with the Shires plans and whether there would be any interest from the Shire in purchasing the property.

Cr Patroni advised Graham that the Shire had a long term plan of building a lifestyle village and therefore may be interested, however it would be a drawn out process with sourcing grant funding and ensuring necessary Council funds are available for the project and therefore could not make any commitment at this stage.

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Cr Patroni also advised that there would be other things that needed to be considered such as the decommissioning of fuel tanks and the required works and costs associated with those works. Graham advised that he has had an environmental report done and Department of Mines and Petroleum had no issues with the tanks.

APOLOGIES AND LEAVE OF ABSENCE – Cr Gary Guerini

DISCLOSURES OF INTEREST

Nil

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

246/2012

Moved Cr Auld Seconded Cr J Della Bosca that the Minutes of the previous Meeting of Council held on Friday 16th November 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

247/2012

Moved Cr W Della Bosca Seconded Cr Auld that the minutes for the Audit Meeting held on 16th November 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

248/2012

Moved Cr Pasini Seconded Cr Truran that the minutes for the WE-ROC Meeting held 28th November 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

249/2012

Moved Cr Auld Seconded Cr Truran that the minutes for the WALGA Great Eastern Country Zone Meeting held 29th November 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

250/2012

Moved Cr W Della Bosca Seconded Cr Pasini that the minutes for the Central Wheatbelt Visitors Centre Meeting held 4th December 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

251/2012

Moved Cr Truran Seconded Cr J Della Bosca that the minutes for the Be Active Meeting held 3rd December 2012, be confirmed as a true and correct record of that meeting.

CARRIED (6/0)

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252/2012

Moved Cr W Della Bosca Seconded Cr Pasini that the minutes from the Annual Electors' Meeting held on the 12th December 2012, be confirmed as a true and correct record of that meeting with the noted changes to be made from the word gravel to bitumen.

CARRIED (6/0)

ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS:

The Shire President advised the following:-

- That he had received a letter from a Yilgarn resident, Mr Scott Stirrat requesting that the road extending from the Narembeen/Yilgarn boundary on Cramphorne road be bitumised, the six kms section of road runs past four residences properties and by bitumising the road this will reduce the dust blown onto the homesteads, caused by regular haulage. The SP requested that the CEO and the Manager for Works to look into the request.
- That he had personally received a letter from St Barbara mining regarding the planned closure of the mine, who requested the sign off of completed works on his property. He explained that Council will also receive a similar letter in relation to Council properties and required works that will need to be undertaken prior to sign off. He requested that the Executive team meet and discuss the works required and then meet with St Barbara with our requests.
- That Renee Manning from DAFWA had been in contact with him in regards to organising a Farmers' Forum in February. Councillors have been requested to think of topics for discussion for the forum and that John and Julie Nicoletti from Merredin be invited to attend and speak on local issues.
- That he had attended the Southern Cross District High School presentation night. He said it was very well organised and well attended by the community.
- That he was impressed with the organisation and turn out of the community Karaoke event held for RFDS. He congratulated everyone involved.
- That he had been presented with a cheque for \$500 from Gary Kenwood for the Shire's winning entry into Tidy Towns 2012. Cr Patroni commended the Tidy Towns committee for their dedication and win for the third consecutive year.
- That he had received a proposal from two Council employees in response to community requests to upgrade the skate park and install an outdoor gym in Southern Cross. The SP discussed the proposal further with Council and agreed to endorse the proposal in principle and requested that more information be sought on costs and available grant funding for this type of project and further consultation to be done with the youth in the community, and then the information is to be presented to the Yilgarn Sport and Recreation committee in the new year.
- That he had received a letter from Troy Pickard, President of WALGA, advising that he intended visiting all Councils in the coming year. Cr Patroni agreed Council should invite Mr Pickard to the February or March Council meeting.

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Moved Cr W Della Bosca Seconded Cr Auld that the CEO writes to Mr Troy Pickard and invites him to attend the February or March Ordinary Council Meeting

CARRIED (6/0)

Cr W Della Bosca informed Council that he attended the Moorine Rock Primary School presentation night and presented the awards. He also advised Dr Graham Jacobs was also in attendance. Cr Della Bosca also made comment that when there is a state fire ban Department of Fire and Emergency Services are now also contacting the Chief Bushfire Control Officers.

Cr J Della Bosca informed Council that she attended the Moorine Rock Primary School end of year presentation night.

Cr Auld informed Council he was unable to attend the Industry Skeleton Weed Management Committee meeting as it was being held on the same day as the Council meeting. Councillor Auld is requested to follow up with David Atkins from Department of Agriculture and Food to confirm if there will be any changes to current funding amounts for the Skeleton Weed Control Program.

Cr Truran advised that she had attended a GEZC meeting and DHAC meeting in November. In addition, she had met the new operations manager at Merredin Hospital, Mr Terry Brennan, and hopes that he will stay in the position. She further went on to say that Mr Ken McNeill – HSM had resigned from Southern Cross Hospital and Diane Stokes has been appointed as Acting HSM.

Cr Truran advised that she had attended the Southern Cross Small Schools Swimming Carnival and presented the trophies, as well as attended the Seniors' Christmas Dinner, where the Seniors had expressed their appreciation to Council for holding the event.

She further went on to say that the HAY Committee had their end of year windup and will be running the Driver Reviver van program over the Christmas period.

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Submission to:	Ordinary Meeting of Council – Friday 21 st December 2012
Agenda Reference:	7.1
Subject:	WHEATBELT GP NETWORK – 2011/2012 ANNUAL REPORT TO COUNCIL
File Reference:	1.3.12.1
Author:	Vivienne Piccoli – Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	12 th December 2012

Background

In accordance with the management agreement between the Shire of Yilgarn and Wheatbelt GP Network, the Network is required to provide Council with:

- An Annual Program to be approved by the Council.
- The Network must deliver to the Shire, within 25 days following the end of each quarter, a progress report.
- Each progress report shall contain the details necessary for adequate analysis of the report and be prepared in a way that meets the relevant accounting, statutory and taxation requirements.

Note: the Annual Program is being approved retrospectively, as it should have been provided and approved by Council two months prior to the commencement of the financial year.

Council have received the required documentation from Wheatbelt GP including (see attached):

- The Annual Program for 2012
- Audited Income & Expenditure Statement for 2011/2012
- July to September 2012 Progress Report

Comment

Mr Paul West the CEO from Wheatbelt GP will be addressing Council at the December meeting information session to inform the Councillors on the performance of the practice during the 2011/2012 year and during the first quarter of the 2012/2013 financial year.

The CEO has received correspondence from Wheatbelt GP advising that the Southern Cross practice made a profit of \$47,107.88 in 2011/2012 and Council is entitled to 50% of the share of profit payable by Wheatbelt GP to Council for the amount of \$21,642.27.

In addition, during the first quarter (July – Sept) the Practice has performed well achieving an \$8,828.65 profit for the period, considering during this time there were occasions when the regular Doctor, Dr Sally Simpson was on leave.

Statutory Environment

Nil

Policy Implications

Nil

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Financial Implications

Nil

Recommendation

That Council approves the Annual Program for 2012 and accepts the Audited Income Statement of Income and Expenditure for 2011/2012. In addition, receives the quarterly progress report for the period July 2012 to September 2012.

Voting Requirements

Simple Majority

254/2012

Moved Cr Truran seconded Cr W Della Bosca that Council approves the Annual Program for 2012 and accepts the Audited Income Statement of Income and Expenditure for 2011/2012. In addition, receives the quarterly progress report for the period July 2012 to September 2012.

CARRIED (6/0)

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Submission to:	Ordinary Meeting of Council –21st December 2012
Agenda Reference:	7.2
Subject:	Premier’s Australia Day Active Citizenship Awards
File Reference:	1.3.6.2
Author:	Vivienne Piccoli – Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	11 th December 2012

Background

Nominations for the following categories in the Premier’s Australia Day Active Citizenship closed on Friday, 23rd November 2012:-

- Premier’s Australia Day Active Citizenship Award
- Premier’s Australia Day Active Citizenship Award for a person under 25 years; and
- Premier’s Australia day Active Citizenship Award for a community group or event.

At the close of nominations one nomination was received for the Premier’s Australia Day Active Citizenship Award for a person under 25 years.

Comment:

The nominee for the above Award has been circulated to Councillors via confidential email and a decision needs to be made which will then allow staff to request the Australia Day Council to prepare the Certificate prior to presentation on 26 January 2013.

Council may wish to resolve in closed committee to discuss and decide upon accepting the nomination for the award or, as has happened in the past, establish a committee comprising the Shire President, Deputy Shire President and CEO to consider and decide upon nominations for Australia Day Awards.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council authorise the Shire President, Deputy Shire President and Chief Executive to meet and decide on accepting the nomination for the Premier’s Australia Day Active Citizenship Award.

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Council reviewed the tabled nominations during the meeting and endorsed all three nomination that were put forward to be worthy of the Australia Day Active Citizenship Award.

Submission to:	Ordinary Meeting of Council –21st December 2012
Agenda Reference:	7.3
Subject:	WE-ROC – Regional Economic Development Strategy
File Reference:	1.6.25.2
Author:	Vivienne Piccoli – Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	12 th December 2012

Background:

The matter of developing a regional economic development strategy across the central and eastern Wheatbelt was considered at the WE-ROC Council meeting held in Westonia on Wednesday 27 June 2012, with Council resolving as follows:

RESOLUTION: *Moved: Mr O'Halloran Seconded: Cr Crook*

That WE-ROC approach Regional Development Australia Wheatbelt and the Wheatbelt Development Commission to conduct a workshop with the aim of developing a regional economic development strategy for the central and eastern Wheatbelt.

CARRIED

The WE-ROC Executive further resolved at a meeting on Wednesday 25 July 2012 as follows:

RESOLUTION: *Moved: Greg Powell Seconded: John Merrick*

That:

- *WE-ROC approve the commencement of planning for the development of a regional economic development strategy forum encompassing the central and eastern Wheatbelt with the forum to be held in Merredin on Friday 5 and Saturday 6 October 2012.*
- *Business owners/operators and other relevant stakeholders within WE-ROC's Member Councils be invited to participate in the forum, with letters prepared by the Executive Officer and signed by the respective Shire President.*
- *the WE-ROC Chairman write to all Shire Presidents within NEWROC and RoeROC seeking support from their Councils for business owners/operators and other relevant stakeholders to participate in the forum.*

CARRIED

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Cr Truran and myself attending the two day workshop held on the 5th and 6th October 2012, the workshop attracted 31 registrations, with representation from all of WE-ROC's Member Councils. Facilitated by Economic Development Australia (EDA) the workshop was considered successful by all who attended, with a number of recommendations flowing from discussion at the workshop.

A final report has been prepared by the workshop's facilitators (see attached).

The WE-ROC Executive recommend to the WE-ROC Councils that:

1. *WE-ROC adopt the recommendations contained within the report prepared by Economic Development Australia for WE-ROC following the economic development workshop held in Merredin on 5-6 October 2012;*

2. *WE-ROC determine the status of all government studies currently being undertaken across the Wheatbelt that may impact upon the future economic development of the region; and*

3. *Member Councils nominate two business people from within their communities to participate in an informal meeting to progress discussions on economic development across the region. Nominations for the WE-ROC facilitated meeting should be provided to the Executive Officer prior to the WE-ROC Council meeting to be held on Wednesday 27 February 2013.*

CARRIED

Comment

The workshops covered many aspects of economic development in each community and the impact that it has on the area, questions such as below were addressed:

What is economic development?

Economic development is essentially about understanding how your local/regional economy works and intervening to make it work better.

Why are we interested in economic development?

To perform at their best, regions need to make the most of their assets, minimise their shortcomings and manage risks.

This takes:

strong local governance and leadership – with guidance from the Local Government

sound information base – develop a regional database of businesses throughout the wheatbelt

an agreed strategy and aligned projects – local and regional projects

strong institutional and social capital – having a planned approach will support funding applications.

a local commitment to, and ownership of, development

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WHERE TO NOW?

Each individual Council are asked to accept the recommendations made through We-Roc to continue the progression towards developing Economic Development within each community and throughout the Wheatbelt through supporting a regional strategy on Economic Development.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council:

1. adopts the recommendations contained within the report prepared by the Economic Development Australia for WE-Roc following the economic development workshop held in Merredin on the 5th & 6th October 2012.
2. endorses WE-Roc to determine the status of all government studies currently being undertaken across the Wheatbelt that may impact upon the future economic development of the region; and
3. agrees to nominate two business people from the Yilgarn district to participate in an informal meeting to progress discussions on economic development across the region. Nomination are to be provided to the Executive Officer prior to the WE-Roc Council meeting being held on Wednesday 27th February 2013.

Voting Requirements

Simple Majority

255/2012

Moved Cr Truran seconded Cr W Della Bosca that Council:

1. *adopts the recommendations contained within the report prepared by the Economic Development Australia for WE-Roc following the economic development workshop held in Merredin on the 5th & 6th October 2012.*
2. *endorses WE-Roc to determine the status of all government studies currently being undertaken across the Wheatbelt that may impact upon the future economic development of the region; and*
3. *agrees to write to selected Business owners including those who participated in the Economic Development forum and invite them to partake in an informal meeting to progress discussions on economic development across the region.*

CARRIED (6/0)

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Submission to:	Ordinary Meeting of Council –21st December 2012
Agenda Reference:	7.4
Subject:	Council Policy - Employee Benefits - Child Care Subsidy
File Reference:	2.3.3.2
Author:	Vivienne Piccoli – Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	13 th December 2012

Comment

Over several years Council has had good employees leave due to going on maternity leave and then deciding not to return to work because it has been difficult to get child care or the cost of child care made returning to work not viable.

I have received a request from Mrs Butcher who is looking at returning back to work after 12 months on maternity leave, if Council would consider subsidising the Child care costs for the days that she will be at work.

Council to attract and retain good staff in the past have offered different incentives in addition to their ordinary wages, these include:

1. Service pay for staff that have been with Council longer than two years.
2. Housing incentive payments
3. Council Superannuation contributions - 1% employee 8% Council
4. Reimbursement of relocation costs
5. Uniform Allowance
6. Free Water for staff living in Staff Housing

Key employee retention and attraction is critical to the long term health and success of any organisation. The ability to retain and attract your best employees ensures customer satisfaction, satisfied staff, retention of organisational knowledge and learning and effective succession planning.

Failing to retain a key employee is costly to any organisation because apart from the cost to recruit and select a new employee other issues such as training time and investment; lost knowledge; and possibly insecure co-workers will all have an impact on the organisation.

Attraction and retention of employees in particular “key employees” is one of the big challenges facing the Local Government industry today, if we are able to retain a long standing member of Council’s workforce with offering Child Care subsidy, I believe the benefit definitely out ways the costs to Council.

I propose an addendum to Council Policy 7.2 – Employee Benefits to include the following:

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Child Care Subsidy

Council Child Care Subsidy helps families with the cost of child care.

In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has been removed and any other subsidies that the employee receives for Child Care.

In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.

The employee must meet certain requirements in order to be eligible for the Child Care Subsidy. You must have:

- used approved child care during the year
- worked for the Shire of Yilgarn during the period.
- provide Centrelink and / or Child care statements / receipts

Currently Southern Cross has an Occasional Child Care provider that is open three days per week (Wed, Thur & Fri) and charges \$50 a day for child minding for one child. Unfortunately, at present parents that use this child care facility in town are unable to claim the Centrelink rebate as the centre is not Federally funded.

Statutory Environment

Nil

Policy Implications

Amendment to Council's Policy 7.2 - Employee Benefits

Financial Implications

The financial implications to Council for one child in day care would be \$1,950 per six months and \$3,900 per annum if they attended three days per week. Should an employee take up the subsidy in 2012/13 the costs will need to be addressed in the budget review process.

Recommendation

That Council endorses the amendment to Council Policy 7.2 to include:

Child Care Subsidy

Council Child Care Subsidy helps employees with the cost of child care.

In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has been removed and any other subsidies that the employee receives for Child Care.

In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.

The employee must meet certain requirements in order to be eligible for the Child Care Subsidy. You must have:

- * used approved child care during the year
- * worked for the Shire of Yilgarn during the period.
- * provide Centrelink and / or Child care statements / receipts prior to reimbursement.

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Council requested that the CEO meet with Cr Truran and Cr J Della Bosca to investigate further the practical operation, fairness and equity of the policy and that the matter be brought back to the January 2013 Council meeting.

Submission to:	Ordinary Meeting of Council –21st December 2012
Agenda Reference:	7.5
Subject:	Organisation Structure Review
File Reference:	1.1.11.1
Author:	Vivienne Piccoli – Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	13 th December 2012

Background

In preparation for developing the Workforce Plan and also, as there has been some considerable changes in staffing over recent years the CEO determined it appropriate to undertake a review of Council's current organisational structure, in order to ensure that Council has the human resource skills, abilities and structures in place to meet its future needs.

Currently, the Shire of Yilgarn employs 35 full time equivalent staff to provide services to the community.

Comment

Through observation, I am able to assess that there are currently a number of things that work well in the organisation including the lack of bureaucracy, the level of autonomy given to staff to make decisions, staffs' willingness to be flexible and fill in when required, to take on tasks outside their normal area, as well as in addition to their existing work load and the leadership in the organisation, which is described as supportive, encouraging and accessible.

However there are a number of issues that are impacting on the organisation and its human resources including;

1. Meeting increased level of compliance for local government in relation to Strategic Planning and Asset Management and Fair Value Accounting.
2. Provision of Administration support for the Manager for Works and the Manager for Environmental Health and Building Services.
3. The current skills gap between Managers and staff and the development of succession planning.
4. Clear definition of roles and responsibilities, especially over the past year when there has been considerable staffing changes.
5. Currently maternity relief is being done by two casual employees, one employee focusing on creditor payments and the other employee focusing on fortnightly payroll, as the Senior Finance Officer (SFO) is scheduled to return to Council in February, and the CEO has been advised that she is unable to return in her capacity as full-time SFO, but is interested in returning on a part-time basis.
6. HR responsibilities and tasks are currently not delegated to a particular employee, instead these tasks are spread amongst the organisation, depending on the relevant

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manager who is employing the staff. In addition, the capturing of employee qualifications and training certification in Council's payroll system is lacking.

The CEO recommends the following actions to be taken within the organisations:

1. The CEO is familiar with the Department of Local Government requirements in relation to Integrated Strategic Planning (ISP) and even though a majority of the work will be done by Consultants initially the Executive Team will be required to be involved in the process and assist with developing comprehensive plans that can be reviewed in-house going into the future. The recent creation of the Finance Manager role will free up the DCEO to become more involved with ISP and develop her knowledge of the Strategic Direction of Council.

In relation to Asset Management, in order to effectively manager Council's assets, it will be necessary to employ an Asset Management Officer on a part time basis (2 days p/week) to;

- update the asset management system and ROMAN II with detailed information relating to Council's assets.
 - Provide support in scheduling building maintenance with suppliers and recording asset condition and maintenance performed in the asset management system.
 - Assist with the revaluation of Council Assets to Fair Value.
 - Analyse asset information for the production of reports to Managers for budgeting purposes.
2. Provision of Administration Services - to the Manager for Works and Manager for Environment and Health & Building services, can be performed by the Asset Management Officer including in their responsibilities, tasks such as grant applications / acquittals, assistance with tenders and quotes etc.
 3. Succession Planning - The need to have suitably trained staff in place, and the practical desire for workforce and succession planning, regardless of the size of the Council, are critical to sustained and uninterrupted service levels to the community. Succession and workforce planning present an opportunity to proactively identify and plan for staffing, training, and knowledge needs, should key personnel leave the organisation. The development of the Workforce Plan will assist in:



4. Roles and responsibilities – A review of position descriptions will be undertaken to ensure optimum use of employees time is allocated to key tasks to ensure the efficient running of Council's operations.
5. Review of maternity relief positions - The CEO will review the roles currently being performed by casual staff in relation to Creditors and Payroll and identify the best way to go forward. This may involve retaining the two current employees on a part-time basis for three and two days per week respectively, and developing the Payroll role further to include Human Resource (HR) duties which are currently not performed by a particular employee instead by each Manager.
6. Human Resource Role - This role would involve; capturing data relating to employees and updating the payroll system, perform staff inductions, assist with performance reviews, perform entry and exit interviews and more. By having this

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designated role, Council will be able to capture employee information, which will assist with workforce planning going into the future.

Attached is a review of the Shire of Yilgarn's Organisation Structure, which includes the three proposed part-time positions:

1. Asset Management Officer (2 days per week)
2. Creditor Officer (3 days per week)
3. HR / Payroll Officer. (2 days per week)

The combination of the three part time positions equate to a 1.4 Full time equivalent, and on a monetary level per annum will cost approximately an additional \$20,000 + allowances, over and above the Full-time Senior Finance position that no longer exists.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The 'actual' gross wages is currently \$140,000 under budget due to the administration office being short staffed during the financial year, and changes in staffing level will be absorbed within the 2012/13 gross wages overall budget of \$2,607,689. Going into the future, Council will need to budget accordingly for the additional 0.4 FTE.

Recommendation

That Council endorses the CEO's proposed changes to the Organisational Structure.

Voting Requirements

Simple Majority

256/2012

Moved Cr Truran Seconded Cr W Della Bosca that Council endorses the CEO's proposed changes to the Organisational Structure.

CARRIED (4/2)

CENTRAL EAST AGED CARE (CEAC) - REGIONAL SOLUTION

The CEO received a summarised report from the Wheatbelt Development Commission identifying the CEAC regional solution which was tabled at Council. The report identified the Shires that were involved in the needs analysis, a summary of the age care solution and what needs to be done next, and provides broad recommendations for Local Governments in Age care within their communities. The SP addressed Council and advised that he had read the report in full and believes that it is very informative, although also very broad with its recommendations. He expressed that the matter needed to be re-addressed at the next WEROC Council meeting, with a view of getting a common resolution, so that all Councils have a clear direction on the provision of age care within their communities.

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Submission to:	Ordinary Meeting of Council – Friday 21 st December 2012
Agenda Reference:	8.1
Subject:	Financial Reports
File Reference:	8.2.3.2
Author:	Mia Dohnt – Deputy Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	13 th December 2012

Background

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are enclosed and have been prepared as at the 30th November 2012:

- Rates Receipt Statement (prepared to 13th December 2012)
- Statement of Investments
- Monthly Statement of Financial Activity (to be tabled at meeting)

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34(i)(a) and Regulation 17.

Policy Implications

None

Financial Implications

None

Strategic Implications

None

Voting Requirements

Simple majority required

Recommendation

That the various Financial Reports for the period ending 30th November 2012 as presented, be received.

257/2012

Moved Cr Auld seconded Cr W Della Bosca that the various Financial Reports for the period ending 30th November 2012 as presented, be received.

CARRIED (6/0)

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Submission to:	Ordinary Meeting of Council – Friday 21 st December 2012
Agenda Reference:	8.2
Subject:	Accounts for Payment
File Reference:	8.2.1.2
Author:	Mia Dohnt – Deputy Chief Executive Officer
Disclosure of Interest:	Not applicable
Date of Report:	13 th December 2012

Background

Municipal Fund – Cheque Numbers 38238 to 38297 totalling \$202,394.71, Municipal Fund EFT numbers 947 to 1019 totalling \$276,389.48, Municipal Fund – Cheque Numbers 1073 to 1077 totalling \$270,580.83, Trust Fund – 401997 to 402004 totalling \$6,604.59, and Trust Fund – Cheque Numbers 5819 to 5823 (DPI Licensing), totalling \$67,019.70 are presented for endorsement as per the submitted list.

Statutory Environment

Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, Regulation No 12 and 13.

Policy Implications / Delegation Register

Council has provided delegation to the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Environmental Health and Building Services and/or Manager for Works to make payments from the Shire of Yilgarn Municipal, Trust or other Fund.

Financial Implications

Reduction to Bank Accounts balances.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Recommendation

Municipal Fund – Cheque Numbers 38238 to 38297 totalling \$202,394.71, Municipal Fund EFT numbers 947 to 1019 totalling \$276,389.48, Municipal Fund – Cheque Numbers 1073 to 1077 totalling \$270,580.83, Trust Fund – 401997 to 402004 totalling \$6,604.59, and Trust Fund – Cheque Numbers 5819 to 5823 (DPI Licensing), totalling \$67,019.70 are presented for endorsement as per the submitted list.

258/2012

Moved Cr Truran seconded Cr Pasini Municipal Fund – Cheque Numbers 38238 to 38297 totalling \$202,394.71, Municipal Fund EFT numbers 947 to 1019 totalling \$276,389.48, Municipal Fund – Cheque Numbers 1073 to 1077 totalling \$270,580.83, Trust Fund – 401997 to 402004 totalling \$6,604.59, and Trust Fund – Cheque Numbers 5819 to 5823 (DPI Licensing), totalling \$67,019.70 are presented for endorsement as per the submitted list.

CARRIED (6/0)

MINUTES
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The meeting was adjourned at 4.40pm for afternoon tea and reconvened at 4.50pm.

Submission to:	Ordinary Meeting of Council Friday 21 st December 2012
Agenda Reference:	Works 9:1
Subject:	“<i>Expression of Interest</i>” Cropping of Airstrip Land 2013
Location/Address:	Southern Cross Airstrip Reserve (Lot 88)
Name of Applicant:	Southern Cross Football Club
File reference:	2.4.1.1
Author:	Robert Bosenberg - Manager for Works
Disclosure of Interest:	Author of this agenda item is a life member of Southern Cross Football Club
Date of Report:	11 th December 2012

Background

“*Expression of Interest*” was advertised in the 2012 November edition of the “*Crosswords*” for the annual cropping of the Airstrip Reserve in the 2013 cropping season by community groups. Application for expression of interest to crop the airstrip reserve closed at 4:00pm Wednesday 5th December 2012.

“Expression of Interest – Cropping of Southern Cross Airstrip Reserve (Lot 88)

Council is seeking expressions of interest from community groups that may be interested in cropping this area of land for the 2013 season. Expressions of interest must be in writing and will be received up until Wednesday 5th December at 4:00pm at the Shire Administration Office Antares Street Southern Cross WA 6426.

Applications should indicate the capacity of the association to undertake the cropping and the purpose for which any surplus will be used. Council will assess applications based on community benefit.

The area available for cropping is approximately 160 hectares and Community Groups must be not-for-profit associations located within the Shire of Yilgarn. The Council will require the association to undertake minimal till cultivating, weed control and to work with normal aerodrome operations. For further information contact Councils Manager for Works Robert Bosenberg, phone 90491001 or 0409791135

Written applications are to be addressed to:

*Vivienne Piccoli
Chief Executive Officer
Shire of Yilgarn
P.O Box 86
Southern Cross WA 6426”*

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Comment

Following closing of the advertising period, only one “*Expression of Interest*” for the cropping rights of the Southern Cross Airstrip Reserve in the 2013 season had been received.

Mr. Clint Della Bosca, President of Southern Cross Football Club has written to Council on behalf of the Southern Cross Football Club seeking Councils permission to crop the Southern Cross Airstrip Land in the 2013 cropping season.

As stated in Mr. Della Bosca’s correspondence, the Southern Cross Football Club cropped the airstrip reserve in compliance with councils requirements in 2012, and have a vast group of local farmers and residents to draw on to assist in the cropping program each year. They use the latest equipment to seed the crop with minimum till to reduce soil erosion.

Mr. Della Bosca has indicated in his correspondence that the cropping of the Southern Cross Airstrip Land is another avenue of fund raising for the football club.

If Council gives approval to the Southern Cross Football Club to crop the airport reserve for the 2013 season then similar conditions imposed on the Football Club in previous years should be included in any new agreement.

- 1) Minimum tilling is to be practiced whilst planting the crop
- 2) Southern Cross Football Club is to pay \$500.00 fee towards cost for the control of noxious weeds
- 3) No un-authorized person/persons or machinery are permitted to enter the airstrip reserve (*the perimeter of the airstrip reserve is clearly marked with large white cones*)
- 4) Under no circumstances are the aircraft approaches to runways 14/32 and 09/27 to be obstructed by machinery or markers
- 5) Boundary fire breaks encompassing the airport reserve are to be maintained in a good condition

Financial Implications

Southern Cross Football Club is to pay \$500.00 towards cost to control of noxious weeds.

Recommendation

That Council grants approval to the Southern Cross Football Club to crop the Southern Cross Airstrip Reserve for the 2013 cropping season with the following conditions being adhered to:

- 1) Minimum tilling is to be practiced whilst sowing the crop
- 2) Southern Cross Football Club to pay a fee of \$500.00 towards the cost for control of noxious
- 3) No un-authorized person/persons or machinery are permitted to enter the airstrip reserve (*the perimeter of the airstrip reserve is clearly marked with large white cones*)

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- | |
|---|
| <ol style="list-style-type: none">4) Under no circumstances are the aircraft approaches to runways 14/32 and 09/27 to be obstructed by machinery or markers5) Boundary fire breaks encompassing the airport reserve are to be maintained in a good condition |
|---|

Voting Requirements

Simple Majority

259/2012

Moved Cr W Della Bosca seconded Cr Auld that Council grants approval to the Southern Cross Football Club to crop the Southern Cross Airstrip Reserve for the 2013 cropping season with the following conditions being adhered to:

- 1) Minimum tilling is to be practiced whilst sowing the crop*
- 2) Southern Cross Football Club to pay a fee of \$500.00 towards the cost for control of noxious*
- 3) No un-authorized person/persons or machinery are permitted to enter the airstrip reserve (the perimeter of the airstrip reserve is clearly marked with large white cones)*
- 4) Under no circumstances are the aircraft approaches to runways 14/32 and 09/27 to be obstructed by machinery or markers*
- 5) Boundary fire breaks encompassing the airport reserve are to be maintained in a good condition*

CARRIED (6/0)

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Submission to:	Ordinary Meeting of Council – Friday 21 st December 2012
Agenda Reference:	Works 9.2
Subject:	Southern Cross Football Club Cropping Lots 36 & 44 Great Eastern Highway
Location/Address:	N.A.
Name of Applicant:	N.A.
File reference:	2.4.1.7
Author:	Robert Bosenberg - Manager for Works
Disclosure of Interest:	Author of this agenda item is a life member of Southern Cross Football Club
Date of Report:	10 th December 2012

Background

As Councillor's are aware in 2012 the Shire of Yilgarn took over the lease of Lots 36 & 44 Great Eastern Highway located approximately 3.5 kilometres west of Southern Cross.

The purpose of Council leasing Lots 36 & 44 is so community groups can crop these Lots for fund raising.

Lots 36 & 44 are leased from Department of Regional Development and Lands for an annual fee of \$750 (plus GST). It is intended to on charge this fee to community and sporting bodies wishing to utilise these Lots to crop for fund raising. The cropable area of the combined Lots is approximately 66 hectares.

In January 2012 Council advertised for expression of interest from community groups that may be interested in cropping this land for the 2012 season. One application was received from the Southern Cross Football Club.

Following this application an inspection was carried out of Lots 36 & 44 with representatives from Southern Cross Football Club, Mr. Clint Della Bosca and Mr. Michael Dunbar and Council's Manager for Works, Robert Bosenberg identifying areas of concern that would require immediate attention before any cropping program could commence.

These areas included the removal of deteriorating internal fencing on both Lots, clearing of shrub re-growth within the cropping area and the boundary fencing on both Lots require clearing of overgrown trees/shrubs and damage fencing repaired.

Mr. Della Bosca and Mr. Dunbar indicated that in lieu of the annual lease cost in 2012 (\$750) the Southern Cross Football Club would be willing to clear the deteriorating internal fencing, remove overgrown trees/bush and repair damaged boundary fencing.

As a result of this the following resolution was passed at Councils February 2012 Meeting

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“35/2012

Moved Cr Truran Seconded Cr Guerini that Council advises the Southern Cross Football Club that in lieu of the annual lease fee of \$750.00 (plus GST) for Lots 36 & 44, Council will accept as “in kind” payment if the Southern Cross Football Club carries out clearing of the deteriorating internal fencing and removes overgrown trees/bush and repairs damaged boundary fencing to the satisfaction of the Manager for Works.”

The Southern Cross Football Club has done excellent work in clearing the internal fencing and shrub re-growth within the cropping area.

Comment

“*Expression of Interest*” has once again been advertised in the 2012 November edition of the “*Crosswords*” for cropping of Lots 36 & 44 in the 2013 cropping season by community groups. Application for expression of interest to crop Lots 36 & 44 closed on Wednesday 5th December 2012.

“Expression of Interest – Cropping of Lot’s 36 & 44

Council is seeking expressions of interest from community groups that may be interested in cropping this area of land for the 2013 season. Expressions of interest must be in writing and will be received up until Wednesday 5th December at the Shire Administration Office Antares Street Southern Cross WA 6426.

Applications should indicate the capacity of the association to undertake the cropping and the purpose for which any surplus will be used. Council will assess applications based on community benefit.

The area available for cropping is approximately 66 hectares and Community Groups must be not-for-profit associations located within the Shire of Yilgarn. Council will require the association to undertake minimal till cultivating and weed control. For further information contact Councils Manager for Works Robert Bosenberg, phone 90491001

Written applications are to be addressed to:

*Vivienne Piccoli
Chief Executive Officer
Shire of Yilgarn
P.O Box 86
Southern Cross WA 6426”*

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Following closing of the advertising period, only one “*Expression of Interest*” application for the cropping rights of Lots 36 & 44 in the 2013 season had been received.

Mr. Clint Della Bosca, President of Southern Cross Football Club has written to Council on behalf of the Southern Cross Football Club seeking Councils permission to crop Lots 36 & 44 in the 2013 cropping season.

As stated in Mr. Della Bosca’s correspondence the Southern Cross Football Club cropped Lots 36 & 44 in compliance with councils requirements in 2012, and have a vast group of local farmers and residents to draw on to assist in the cropping program each year. They use the latest equipment to seed the crop with minimum till to reduce soil erosion.

Mr. Della Bosca has indicated in his correspondence that the cropping of Lots 36 & 44 is another avenue of fund raising for the football club.

If Council gives approval to the Southern Cross Football Club to crop the Lots 36 & 44 then the following conditions should apply:.

- 1) Southern Cross Football Club to undertake minimum till cultivating and noxious weed control
- 2) \$750 annual lease fee is to be paid by the Southern Cross Football Club
- 3) Boundary fire breaks and fencing encompassing Lots 36 & 44 are to be maintained in a good condition

Financial Implications:

Lots 36 & 44 are leased from Department of Regional Development and Lands by Council for an annual fee of \$750 (plus GST). In order to recoup this annual fee of \$750, it is proposed to on charge this fee to the Southern Cross Football Club.

Recommendation

That Council grants approval to the Southern Cross Football Club to crop Lots 36 & 44 for the 2013 cropping season with the following conditions applying:

- 1) Southern Cross Football Club to undertake minimum till cultivating and noxious weed control
- 2) \$750 annual lease fee is to be paid by the Southern Cross Football Club
- 3) Boundary fire breaks and fencing encompassing Lots 36 & 44 are to be maintained in a good condition

Voting Requirements

Simple Majority

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260/2012

Moved Cr W Della Bosca seconded Cr Auld That Council grants approval to the Southern Cross Football Club to crop Lots 36 & 44 for the 2013 cropping season with the following conditions applying:

- 1) Southern Cross Football Club to undertake minimum till cultivating and noxious weed control***
- 2) \$750 annual lease fee is to be paid by the Southern Cross Football Club***
- 3) Boundary fire breaks and fencing encompassing Lots 36 & 44 are to be maintained in a good condition***

CARRIED (6/0)

Submission to:	Ordinary Meeting of Council – Friday 21 st December 2012
Agenda Reference:	9.3
Subject:	CASA - Aviation Safety Audit Report
File Reference:	6.3.2.1
Author:	Robert Bosenberg – Manager for Works
Disclosure of Interest:	Not Applicable
Date of Report:	3 rd December 2012

Background

As part of the aerodrome registration requirements, an Aviation Safety Audit is required to be carried out at the Southern Cross Airstrip. This safety audit is carried out by Civil Aviation Safety Authority (CASA) and should not be confused with the Airport Safety Inspection (ASI), carried out by Airport Management Services which is also required to be carried out annually.

The Aviation Safety Audit is a follow up on the Airport Safety Inspection (ASI) and has a fairly extensive scope which include: Aerodrome administration, Aerodrome environment (*aerodrome facilities, aerodrome lighting, bird and animal hazard management, obstacle control*), Inspecting and Reporting (*aerodrome reporting, aerodrome serviceability inspections, aerodrome safety inspections, frequency confirmation systems*), Airside Control (*aerodrome works safety*)

Comment

The Aviation Safety Audit was carried out in June 2012 with council receiving the report late in October 2012.

The following audit observations were made for follow up action:

Aerodrome Administration

(Audit Observation N^o 721194)

4.1.1.1 Consider documenting or diarising key issues that are discussed between council meetings or that do not warrant being raised at council meetings.

Comment: *record is to be kept noting maintenance works that are required or have been carried out i.e. runway slashing/weed spraying*

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Aerodrome facilities

(Audit Observation N^o 721195)

4.1.1.2 *A small hole was observed in the sealed end of the Runway 14 threshold northern side*

Comment: *has since been repaired*

4.1.1.3 *There was a small build-up of loose material in isolated locations towards the edges of the marked runway*

Comment: *loose material has been removed*

Aerodrome facilities

4.1.1.4 *The northern Omni directional green light on the Runway 14 threshold was shielded by a runway cone marker.*

Comment: *runway cone has been relocated*

4.1.1.5 *At isolated locations, due to the recent rains, the Runways had soft patches evidenced by vehicle tracks. These areas should be monitored to prevent further deterioration*

Comment: *vehicle ruts have been flat bladed with loader. This is ongoing maintenance following rains*

4.1.1.6 *The Runway Holding Position markings to Runway 14/32 do not line up with the Runway holding position lights as outlined in MOS Part 139 — Paragraph 9.13.21.2*

Comment: *has been incorrectly marked but will be rectified during the next Airport Safety Inspection visit*

4.1.1.7 *The Taxiway edge is identified by a series of yellow cones, the cones are of two different sizes; the 0.5 m high cones should be used to identify the Taxiway strip rather than the Taxiway edge. The Taxiway edge should be identified with the 0.3m high cones.*

Comment: *waiting for the correct size cones to be delivered and on arrival will be put in place*

4.1.1.8 *There are a series of “Parking Clearance” lines within the apron that have no wording to aid pilots in identifying the intent of the lines as shown in MOS Part 139 — Subsection 8.5.4*

Comment: *will be rectified during the next Airport Safety Inspection visit*

4.1.1.9 *The northern lead-in line to the Royal Flying Doctors Service (RFDS) patient transfer station has no identification markings and terminates outside the box created by the parking clearance lines*

Comment: *will be rectified during the next Airport Safety Inspection visit*

4.1.1.10 *The aircraft parking positions 1 and 2 have marshal stop lines. As there are no ground services to conduct marshalling, there should be pilot stop lines as per MOS Part 139 — Subsection 8.5.17*

Comment: *will be rectified during the next Airport Safety Inspection visit*

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4.1.1.11 *The apron taxi guideline on the southern side of the apron area does not allow for the required taxiway edge clearance for the aircraft's outer main gear as required by MOS Part 139 — Subsection 6.3.2*

Comment: *will be rectified during the next Airport Safety Inspection visit*

Aerodrome facilities

4.1.1.12 *The cones identifying the edge of the apron taxiway should be of the 0.3 m high size with the 0.5 m high cones currently in place identifying the taxiway strip width*

Comment: *waiting for the correct size cones to be delivered and on arrival will be put in place*

4.1.1.13 *The blue light located south on the apron taxiway has a concrete base that is not flush with the surrounding ground surface and requires attention*

Comment: *has since been repaired*

4.1.1.14 *The shipping container located on the unsealed portion of the apron approximately 12 m from the end of the apron taxiway guideline should be relocated to an area away from the marked aircraft movement area*

Comment: *all the sea containers will be relocated to the eastern end of the hangars to be utilised for fuel storage. This will be done in the new year when the gravel sheeting works commences on runway 09/27*

4.1.1.15 *There were isolated areas of loose aggregate on the area. The apron should be free of loose material (refer MOS Part 139 — paragraph 10.15.1.1)*

Comment: *this is an ongoing maintenance. The apron area is swept monthly to remove any loose materials*

4.1.1.16 *Consider the purpose of the hose reel mounted on the terminal fence. Assess the initial response capabilities and whether it should be upgraded or clearly sign posted as not to be used as fire suppressant equipment*

Comment: *council staff is investigating the lack of water pressure associated with this water outlet with the possibility of installing pressure pumps to upgrade the water pressure for the purpose of fire suppressant.*

4.1.1.17 *The ground circle and the signal circle markings require repainting to ensure they meet the requirements of MOS Part 139 — Section 8.8*

Comment: *has been repainted*

4.1.1.18 *The sleeve (windsock) requires replacement*

Comment: *has been replaced*

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4.1.1.19 *The lights of the IWDI are non-standard. The Shire of Yilgarn should consider their replacement with a lighting system which meets the requirements of MOS Part 139 — Section 9.6*
Comment: has been included in 2012/13 budget for possible upgrade

Obstacle control

(Audit Observation N^o 721196)

4.1.1.20 *There is no checking of the PANS-OPS for Runway 14/32 due to not having the plan; it's recommended that this document is obtained from Air-services Australia*

Comment: Airport Management Services are further investigating the requirements for an Obstacle Limitation Surface Plan (OLS) for registered airstrips

4.1.1.21 *Include the use of an OLS plan in obstacle assessments to aid in preventing objects from penetrating the OLS*

Aerodrome reporting

(Audit Observation N^o 721197)

4.1.1.22 *The Shire of Yilgarn may consider ARO refresher training to ensure the standard or reporting continues to meet the requirements of MOS Part 139 — Section 10.6*

Comment: ongoing training of councils Airport Reporting Officers is included in council's training program subject to availability of a qualified trainer

Aerodrome serviceability inspections

(Audit Observation N^o 721197)

4.1.1.23 *The serviceability inspection checklists do not indicated which ARO conducted the serviceability inspection, consider providing space on the sheet for the name of the reporting officer conducting that particular inspection*

Comment: will be included in revision and upgrading of current daily inspection sheets

4.1.1.24 *Review the checklist so that it identifies whether a checklist item was found serviceable or not rather than "Inspected" and if not serviceable, what was the subsequent remedial action*

Comment: will be included in revision and upgrading of current daily inspection sheets

4.1.1.25 *When the aerodrome is noted as closed on the serviceability inspection sheet, ensure the reason for closure and NOTAM number is included.*

Comment: will be included in revision and upgrading of current daily inspection sheets

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As that can be seen from the “*Comments*” a high portion of remedial work that has been identified in the audit report has been carried out and rectified. Issues relating to the markings of the apron and taxiway will be actioned when the next Airport Safety Inspections (*ASI*) is carried out in January 2013.

Attached is a copy of the Aviation Safety Audit Report for Councillors to peruse.

Recommendation

Council receives the Aviation Safety Audit Report for the Southern Cross Airstrip as presented from Civil Aviation Safety Authority (*CASA*) for the 2012/2013 Financial Year

Voting Requirements

Simple Majority

261/2012

Moved Cr Pasini seconded Cr W Della Bosca that Council receives the Aviation Safety Audit Report for the Southern Cross Airstrip as presented from Civil Aviation Safety Authority (CASA) for the 2012/2013 Financial Year

CARRIED (6/0)

1. AUDIT INFORMATION

1.1 Auditee details

Auditee’s Aviation Reference Number (**ARN**): 803505

Auditee’s Name and Address: Shire of Yilgarn
 PO Box 86
 Southern Cross WA, 6426

1.2 Audit details

Type: Scheduled surveillance

Location: **Southern Cross Aerodrome**

Date: 19th June 2012

Scope:

Aerodrome management

- **Aerodrome administration**
- **Particulars to be notified in AIP-ERSA**

Aerodrome environment

- **Aerodrome facilities**
- **Aerodrome Lighting**
- **Bird and animal hazard management**
- **Obstacle control**

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Inspecting and reporting

- **Aerodrome reporting**
- **Aerodrome serviceability inspections**
- **Aerodrome safety inspections**
- **Frequency Confirmation Systems**

Airside Control

- **Aerodrome Works Safety**


1.3 Distribution

Mr Jeff Sowiak, Chief Executive Officer Shire of Yilgarn
Mr Kevin Dyer, Aerodrome Inspector, Team Leader, CASA

1.4 Auditor(s)

Mr Mark Bucksey, CASA Aerodrome Inspector
Mr Greg Doherty, CASA Aerodrome Inspector

1.5 Lead Auditor signature and date

	Date 25 th June 2012
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2. AUDIT SUMMARY

2.1 Background

2.1.1 The aerodrome is operated and maintained by the Shire of Yilgarn who is the certificate holder.

2.1.2 The aerodrome has two runways (**Rwy's**) with a single sealed taxiway (**Twy**) leading to an aircraft parking area that has both sealed and unsealed surfaces. The runway characteristics area:

- Rwy 14/32 is an 18 m wide unsealed runway with 150 m sealed ends and centrally located within a 90 m graded runway strip (**RWS**).
- Rwy 09/27 is a 30 m wide unsealed runway centrally located within a 90 m graded RWS.

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- 2.1.3 The aerodrome currently has air transport operations with a seating capacity up to 30 passengers. The facility also has a Non-Precision Approach circling procedure and therefore has a requirement under the CASR Part 139.260 that the aerodrome must be registered.
- 2.1.4 The aerodrome has an Area Navigation (**RNAV**) Global Satellite Navigation System (**GNSS**) instrument Non-Precision Approach (**NPA**) circling procedure and a Non-Directional Beacon (**NDB**) circling approach. These procedures are published in the Aeronautical Information Publication (**AIP**) Departures and Approach Procedures (**DAP-WEST**).
- 2.1.5 The reporting and serviceability functions are the responsibility of the Shire of Yilgarn. The Aerodrome Reporting Officers (**AROs**) who represent the Shire of Yilgarn have been trained.

2.2 Summary

- 2.2.1 The entry meeting was held with the Shire of Yilgarn CEO, Mr Jeff Sowiak; Manager for Works, Mr Robert Bosenberg and CASA representatives Mr Mark Bucksey and Mr Greg Doherty.
- 2.2.2 At the entry meeting the main topics for discussion included the scope and format of the surveillance inspection with reference to the elements as shown on page one of this report.
- 2.2.3 During the audit process, the facility was inspected on three different occasions due to the weather conditions and to enable the auditors to conduct an inspection of the aerodrome light system.
- 2.2.4 The exit meeting was held on 20th June 2012 with the same persons who attended the opening meeting.
- 2.2.5 The results of the audit and items identified during the process were discussed with particular emphasis on the Report Audit Observations.
- 2.2.6 At the conclusion of the meeting there was general consensus and understanding of the issues identified during the audit process that would be detailed in the CASA audit report.

2.3 Conclusion

- 2.3.1 With exception of the audit observations, it was considered by the auditors that the procedures and practices of the nominated audit elements were managed in accordance with the Manual of Standards (**MOS**) Part 139 — Aerodromes. In conclusion, the Audit Observations referenced in this report should be given careful consideration to ensure compliance with the regulations that can be achieved on a continuous basis.

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3. INDEX OF FINDINGS

System	Element	CASA No.	Type
Aerodrome management	Aerodrome administration	721194	Observation
	Particulars to be identified in AIP-ERSA	Nil	
Aerodrome environment	Aerodrome facility	721195	Observation
	Aerodrome Lighting	Nil	
	Bird and animal management	Nil	Observation
	Obstacle control	721196	
Inspecting and reporting	Aerodrome reporting	721197	Observation
	Aerodrome serviceability inspections	721198	Observation
	Aerodrome safety inspections	Nil	
	Frequency Confirmation Systems	Nil	
Airside Control	Aerodrome Works Safety	Nil	

4. AUDIT ELEMENT SUMMARY

4.2 Aerodrome administration

- 4.2.1 The audit review checked the contact details as described in Aeronautical Information Publication En Route Supplement of Australia (**AIP ERSA**) and confirmed accuracy of information.
- 4.2.2 The auditor discussed the administration responsibilities with the Manager for Works and Chief Executive Officer to confirm that the annual Aerodrome Safety Inspection (**ASI**) report was reviewed by senior management.
- 4.2.3 The Manager for Works indicated during discussion that the ASI report, CASA audit report and any identified issues are tabled for review at monthly council meetings.
- 4.2.4 The process for communicating day-to-day aerodrome issues is informal and usually verbal with nothing being recorded.
- 4.2.4.1 Consider documenting or diarising key issues that are discussed between council meetings or that do not warrant being raised at council meetings.
- 4.2.5 **Audit Observation No. 721194** was raised for the Shire of Yilgarn to consider the audit comments as described in the Aerodrome Administration section of this report and address each item accordingly.

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4.3 Particulars to be notified in AIP-ERSA

- 4.3.1 The auditor checked that the aerodrome information was consistent with the published Aeronautical Information Publication En-Route Supplement of Australia (**AIP-ERSA**) information.

The information as described in the AIP-ERSA contained an error where the Runway Bearings had been omitted. This was also identified within the 26th February 2012 Aerodrome Safety Inspection.

4.4 Aerodrome facilities

- 4.4.1 The Shire of Yilgarn should observe that the on-site inspection considered a random selection of physical components of the aerodrome facility.
- 4.4.2 The aerodrome facility was generally well presented and in most circumstances satisfied the requirements of the Manual of Standards (**MOS**) Part 139 — Aerodromes. As a result of the inspection, the following observations were noted.
- 4.4.3 Runway 14/32, the following items were observed:
- 4.4.3.1 A small hole was observed in the sealed end of the Rwy 14 threshold northern side; and
 - 4.4.3.2 There was a small build-up of loose material in isolated locations towards the edges of the marked runway; and
 - 4.4.3.3 The northern omnidirectional green light on the Rwy 14 threshold was shielded by a runway cone marker.
- 4.4.4 Runway 09/27 was serviceable. There was minor build-up of loose material observed towards the outer edges of the runway.
- 4.4.5 The runway strips (**Rws**) for both runways were serviceable.
- 4.4.5.1 At isolated locations, due to the recent rains, the Rws had soft patches evidenced by vehicle tracks. These areas should be monitored to prevent further deterioration.
- 4.4.6 The taxiway (**Twy**) was serviceable. During the inspection the following was observed:
- 4.4.6.1 The Runway Holding Position markings to Rwy 14/32 do not line up with the Rwy holding position lights as outlined in MOS Part 139 — Paragraph 9.13.21.2; and

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- 4.4.6.2 The Twy edge is identified by a series of yellow cones, the cones are of two different sizes; the 0.5 m high cones should be used to identify the Twy strip rather than the Twy edge. The Twy edge should be identified with the 0.3m high cones.
- 4.4.7 The apron area is made up of sealed and unsealed surfaces with a level transition between the two. The following compliance issues were identified by the auditor during the inspection of the facility:
- 4.4.7.1 There are a series of “Parking Clearance” lines within the apron that have no wording to aid pilots in identifying the intent of the lines as shown in MOS Part 139 — Subsection 8.5.4;
- 4.4.7.2 The northern lead-in line to the Royal Flying Doctors Service (**RFDS**) patient transfer station has no identification markings and terminates outside the box created by the parking clearance lines; and
- 4.4.7.3 The aircraft parking positions 1 and 2 have marshaller stop lines. As there are no ground services to conduct marshalling, there should be pilot stop lines as per MOS Part 139 — Subsection 8.5.17; and
- 4.4.7.4 The apron taxi guideline on the southern side of the apron area does not allow for the required taxiway edge clearance for the aircraft’s outer main gear as required by MOS Part 139 — Subsection 6.3.2; and
- 4.4.7.5 The cones identifying the edge of the apron taxiway should be of the 0.3 m high size with the 0.5 m high cones currently in place identifying the taxiway strip width: and
- 4.4.7.6 The blue light located south on the apron taxiway has a concrete base that is not flush with the surrounding ground surface and requires attention; and
- 4.4.7.7 The shipping container located on the unsealed portion of the apron approximately 12 m from the end of the apron taxiway guideline should be relocated to an area away from the marked aircraft movement area; and,
- 4.4.7.8 There were isolated areas of loose aggregate on the area. The apron should be free of loose material (refer MOS Part 139 — paragraph 10.15.1.1); and,
- 4.4.7.9 Consider the purpose of the hose reel mounted on the terminal fence. Assess the initial response capabilities and whether it should be upgraded or clearly sign posted as not to be used as fire suppressant equipment?

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- 4.4.8 The Illuminated Wind Direction Indicator (**IWDI**) was checked and the lighting found to be operational. The following unserviceability's issues were identified:
- 4.4.8.1 The ground circle and the signal circle markings require repainting to ensure they meet the requirements of MOS Part 139 — Section 8.8; and
 - 4.4.8.2 The sleeve requires replacement; and
 - 4.4.8.3 The lights of the IWDI are non-standard. The Shire of Yilgarn should consider their replacement with a lighting system which meets the requirements of MOS Part 139 — Section 9.6.
- 4.4.9 The terminal building has a roof mounted flood light directed at the apron which is not shielded to prevent glare to pilots or personnel operating on the apron. The Shire of Yilgarn should ensure that apron lighting satisfies the requirements as described in MOS Part 139 Section 9.16
- 4.4.10 The aerodrome is enclosed with a chain-link type stock fence secured by padlocked gates with keys managed and held by the ARO's.
- 4.4.11 **Audit Observation No. 721195** was raised for the Shire of Yilgarn to consider the audit comments as described in the Aerodrome Facilities section of this report and address each item accordingly.

4.5 Aerodrome Lighting

- 4.5.1 Southern Cross aerodrome has Pilot Activated Lighting (**PAL**) which can be activated on VHF 119.6MHz.
- 4.5.2 The auditors conducted a night time inspection of the aerodrome lighting and confirmed that the aerodrome lighting system was operational.
- 4.5.3 The runway lighting spares were confirmed as adequate by the Manager for Works. The auditor inspected the bunker where spares were stored.

4.6 Bird and animal hazard management

- 4.6.1 The serviceability inspection sheets were checked by the auditor to confirm bird and animal activity is monitored at Southern Cross aerodrome.
- 4.6.2 It was confirmed by the Manager for Works that bird and animal activity at Southern Cross is minimal and there had been no reported bird or animal strikes since the aerodrome was registered.

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4.7 Obstacle control

- 4.7.1 The aerodrome serviceability inspection sheets have provision for identifying any object suspected of being an obstacle that infringes the Obstacle Limitation Surface (**OLS**).
- 4.7.1.1 There is no checking of the PANS-OPS for Rwy 14/32 due to not having the plan; it's recommended that this document is obtained from Airservices Australia.
- 4.7.1.2 Include the use of an OLS plan in obstacle assessments to aid in preventing objects from penetrating the OLS.
- 4.7.2 An auditor confirmed that the gradients and STODAs published in ERSA were consistent with the 26th February 2012 Aerodrome Safety Inspection report.
- 4.7.3 **Audit Observations No. 721196** was raised for the Shire of Yilgarn to consider the comments as described in Obstacle Control section of this report and address each item accordingly.

4.8 Aerodrome reporting

- 4.8.1 The audit included a review of the Aerodrome Reporting Officer (**ARO**) list and a check of records to confirm competency training has been conducted.
- 4.8.2 It was noted that the training was conducted in January 2010.
- 4.8.2.1 The Shire of Yilgarn may consider ARO refresher training to ensure the standard or reporting continues to meet the requirements of MOS Part 139 — Section 10.6
- 4.8.3 The auditor checked the Notice to Airmen (**NOTAM**) file to assess reporting procedures and further action as a result of unserviceability or non-compliant issues recorded on the serviceability inspection sheets.
- 4.8.4 The aerodrome reporting procedures were conducted in accordance with the responsibilities as described in the MOS Part 139 — Chapter 12.
- 4.8.5 **Audit Observations No. 721197** was raised for the Shire of Yilgarn to consider the comments as described in the Aerodrome Reporting section of this report and address each item accordingly.

4.9 Aerodrome serviceability inspections

- 4.9.1 The aerodrome serviceability inspection procedures associated with the daily serviceability activities and the checklists were checked by the auditor.
- 4.9.2 A review by the auditor of the serviceability checklist file presented by the Manager for Works identified the following procedural concerns that require further action:

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- 4.9.2.1 The serviceability inspection checklists do not indicated which ARO conducted the serviceability inspection, consider providing space on the sheet for the name of the reporting officer conducting that particular inspection; and,
- 4.9.2.2 Review the checklist so that it identifies whether a checklist item was found serviceable or not rather than “Inspected” and if not serviceable, what was the subsequent remedial action; and,
- 4.9.2.3 When the aerodrome is noted as closed on the serviceability inspection sheet, ensure the reason for closure and NOTAM number is included.

Audit Observations No. 7251198 was raised for the Shire of Yilgarn to consider the comments as described in the Aerodrome Serviceability Inspection section of this report and address each item accordingly.

4.10 Aerodrome safety inspection (ASI)

- 4.10.1 The auditor confirmed that an Aerodrome Safety Inspection was conducted by an approved person and a subsequent report was provided as required by the MOS Part 139 — Paragraph 4.1.5.1.
- 4.10.2 The Manager of Works confirmed during the audit discussions that any recommendations from the ASI are tabled at the scheduled Council meetings for review. Progress reports on actions are reported at subsequent meetings by the Manager for Works.

4.11 Frequency Confirmation System

- 4.11.1 Southern Cross aerodrome operates on Common Traffic Advisory Frequency (CTAF) VHF 126.7MHz.
- 4.11.2 The CTAF and PAL transmissions activate the Aerodrome Frequency Response Unit (AFRU) which was assessed as operational by the auditor during the audit.

4.12 Aerodrome Works Safety

- 4.12.1 The Manager of Works provided a Works Documentation file for the auditor to review and to confirm that controlled aerodrome works processes are in practice.
- 4.12.2 The Manager of Works provided a file containing training certificates which confirmed that the ARO’s are also trained as Works Safety Officers (WSO)

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5. AUDITEE INFORMATION

Authority for the conduct of the audit

The audit identified in this report was carried out by CASA in pursuance of its functions under section 9 of the Civil Aviation Act 1988.

Confidentiality

This audit report is a confidential document between the CASA and the operator/certificate holder. CASA will not disclose this report or any part of it to any third person except, in pursuance of its functions, with the express permission of the operator/certificate holder, or as required by law.

Audit Method

The audit is a sampling exercise and does not purport to be a total systems review. The sampling provides a snapshot of the system and any deficiencies detected could point to a systemic problem, requiring a total systems review by the operator. The operator/certificate holder as outlined below must address deficiencies and problems identified in the audit findings.

Audit Findings

Audit findings may be in the form of Non-Compliance Notice (NCN), Safety Alerts (SA) or Audit Observations (AO).

NCN (Non-Compliance Notice)

NCNs detail deficiencies that involve non-compliance with legislation and must be addressed. The deficiency is described in the 'details of deficiency' field. For NCNs, the following actions must be taken to address the deficiency/deficiencies:

1. Remedial action: to remedy the immediate situation so that operations are brought within safe parameters; *for example: the REMEDIAL ACTION to address an identified deficiency of 'cabin crew not currently trained in emergency procedures' would be to conduct training for all affected staff.*
2. Investigative action: to identify the deficiency/problem and determine the root cause;
3. Corrective action(s) to address the root cause of the problem; *for example The CORRECTIVE ACTION would be to document and implement a system for training, recording, reporting and warning of pending expiry dates for all initial and recurrent training*

The certificate holder must record both the remedial and corrective action taken on the 'recipient's response' page of the NCN and return it to the address shown, by the due date. Where the corrective action is not able to be completed by the due date, the certificate holder must indicate the date by which the corrective action will be completed. (Note: To avoid unnecessary pages in this report, only one copy of the 'recipient's response' page is included at the end. Please photocopy as required).

Safety Alerts

A SAFETY ALERT is a particular type of REQUEST FOR CORRECTIVE ACTION that must be addressed IMMEDIATELY. As the holder of the certificate, licence, CASA approval or authority, the certificate holder must take action to ensure that the deficiency is rectified carrying out RCA steps 2) and 3) above:

- a) before the continued operation of the aircraft concerned; or
- b) before continuing any activity carried out under the certificate or licence or approval or authority held by you that is the subject of the deficiency.

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Audit Observations

An Auditor raises an AUDIT OBSERVATION to draw attention to latent conditions or minor deficiencies in a system that cannot be attributed to a current legislative requirement. The intention is to raise awareness with a view to avoiding problems in the future.

Response to OBSERVATIONS is not required. However, Auditee's would be well advised to take appropriate action as part of their continuous improvement processes. Actions taken may be covered in future surveillance.

Submission to:	Ordinary Meeting of Council – Friday 21 st December, 2012
Agenda Reference:	10.1
Subject:	Planning Application – Relocate Second-Hand Transportable Building onto Residential Property
Location/Address:	Lot 184 (H/No 82) Spica Street, Southern Cross
Name of Applicant:	Ms Lee-Anne Welham
File Reference:	3.1.3.6 & A1190
Author:	Manager Environmental Health & Building Services – W J Dallywater
Disclosure of Interest:	Not applicable
Date of Report:	13 th December, 2012

Background

Ms Lee-Anne Welham has written seeking permission to relocate a small second-hand transportable building (3m wide x 6m long) from her industrial property of Lot 724 Arcturus Street, Southern Cross onto her residential (home) property of Lot 184 Spica Street, Southern Cross. As the dwelling on Lot 184 is reasonably small, Ms Welham wants to relocate the transportable building to provide more storage room plus have an additional area for doing activities such as sewing or art work, etc.

The relocatable unit would be positioned 2.0 metres behind the existing dwelling, 20.7 metres from the rear boundary, and will be 2.350 metres from the closest side boundary. See attached letter, proposed site plan, coloured photographs of the unit, and a location map.

Comment

Under the Shire of Yilgarn Town Planning Scheme No 2 Lot 184 is zoned “Residential” with a density rating of R10. Under Clause 5.3 Transportable Dwellings of the Town Planning Scheme, all transportable dwellings require Council approval prior to being placed on a lot within the District. While in this instance the transportable unit will not be used for accommodation purposes, it is a second-hand transportable building of which Council may wish to make comment on whether approval should be granted or not.

The proposed building is:-

- a purpose built transportable unit of the “donga” style with a skillion roof manufactured by ATCO Pty Ltd;
- 3m wide x 6m long;
- has 1 or 2 rooms with a single front door access;

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- constructed of steel wall and roof frame, timber plywood section flooring on steel skid supports, painted Colorbond walls (mainly white in colour painted over “Doeskin” Colorbond), Colorbond fascia around the top of the unit (yellow colour), and iron sheet roof.

The building has a larger repair to the rear wall (silver coloured sheeting used) plus 2 dents at the bottom of the wall on the left hand side, 1 wall sheet needs re-fixing at the bottom of the rear wall, the roof sheeting may require some repairs although 1 sheet has been replaced and extends past the rear wall. It will need to be repaired properly using similar profile sheets (if available), and will need to be re-painted so that it does not look like a “donga” but like a shed or the like.

Ms Welham has considered the options of constructing a new shed, or adding onto the dwelling, but believes that using the transportable unit is her best option in terms of price and flexibility in the long term.

Statutory Environment

Compliance with the Shire of Yilgarn Town Planning Scheme No 2.

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council grant Ms Lee-Anne Welham planning approval to relocate the abovementioned second-hand transportable building to the rear of Lot 184 Spica Street, Southern Cross to be used as a storeroom and sewing/craft room on the condition that all necessary repairs are carried out and the outside of the building is re-painted so the building “looks like new”.

Voting Requirements

Simple Majority.

262/2012

Moved Cr Pasini seconded Cr Truran that before Council approves the planning request Ms Lee-Anne Welham be advised that all necessary repairs are to carried out before the building it relocated.

CARRIED (6/0)

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Submission to:	Ordinary Meeting of Council – Friday 21 st December, 2012
Agenda Reference:	10.2
Subject:	Planning Application – Construction of Verandah Attached to Dwelling on R30 Residential Lot
Location/Address:	Lot 204 (H/No 94) Spica Street, Southern Cross
Name of Applicant:	Mrs Jenny Truran
File Reference:	3.1.3.6 & A3300
Author:	Manager Environmental Health & Building Services – W J Dallywater
Disclosure of Interest:	Not applicable
Date of Report:	13 th December, 2012

Background

Mrs Jenny Truran, owner and resident of Lot 204 Spica Street, Southern Cross has submitted an application to construct a new verandah along the full length of the existing dwelling. The proposed front verandah will be 2.530 metres wide x 9.730 metres long, and will be constructed of Colorbond steel frame and Colorbond sheet roofing (similar to the new patio on the north side of the Sports Complex Lounge). The setback to this new verandah will be 4.10 metres from the front boundary and 3.70 metres and 6.850 metres to the side boundaries. See attached copy of the proposed site plan.

Comment

Town Planning Issues

The land is zoned “Residential” with a density rating of R30. Under the Residential Design Codes (R Codes) called up under the Shire of Yilgarn Town Planning Scheme No 2, the front setback for a dwelling should be a minimum of 4 metres.

In this instance, due to the lot being a corner lot and that the density rating was changed in 2001 from R10 to R30, the minimum front setback is 4.0 metres rather than the previous 7.5 metres, this application meets the necessary criteria.

Other Issues

Traffic line of sight coming up to the intersection of Spica & Hydra Streets will not be interrupted by the construction of the proposed verandah. Between the south (side) boundary of Lot 204 and the bitumen roadway of Hydra Street there is a section of road reserve that is undeveloped and left as a gravel area. Thus Lot 204 is a little distance from the corner so drivers will be able to approach the intersection and clearly see any approaching traffic.

This application is brought to Council for its information as this is the first such application for a corner lot where the proposed development will extend to within 4.0 metres of the front boundary and will fairly noticeable.

Statutory Environment

Compliance with the Shire of Yilgarn Town Planning Scheme No 2 and the Residential Design Codes of WA.

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Policy Implications

Nil

Financial Implications

Nil

Recommendation

For Council's information.

Information Received

Submission to:	Ordinary Meeting of Council – Friday 21 st December, 2012
Agenda Reference:	10.3
Subject:	Application to Clear Native Vegetation – Mineral Exploration – CPS 5380/1
Location/Address:	Exploration Licence E77/1793 east off Forrestania Southern Cross Road, South Marvel Loch
Name of Applicant:	Department of Mines and Petroleum – Mr R Mincham, Acting Manager Native Vegetation Assessment Branch
File Reference:	7.2.1.4
Author:	Manager Environmental Health & Building Services – W J Dallywater
Disclosure of Interest:	Not applicable
Date of Report:	13 th December, 2012

Background

The Department of Mines and Petroleum (DoMP) has received an application from Audax Minerals Pty Ltd – Cheriton's Find Project to clear 0.632 hectares of native vegetation for the purpose of mineral exploration from its Exploration Licence E77/1793 situated east off the Forrestania Southern Cross Road, South Marvel Loch. See attached copy of the letter, aerial photograph, and location map.

The DoMP is seeking Council's comments on the proposal prior to the Executive Director Environment making a final decision. Comments are to be received within 21 days from 10th December, which is 31st December 2012.

Comment

The area indicated on the location map is within Reserve 24049 Jilbadji Nature Reserve east off the Forrestania Southern Cross Road, north of Cheritons Find Well reserve, and is south of the Dulcie Jean Tank Reserve. This land is zoned "Rural/Mining" under the Shire of Yilgarn Town Planning Scheme No 2. The land use for mineral exploration is an approved mining land use activity under this zoning.

From the aerial photograph of the site it appears that Audax Minerals will be clearing land to widen the access route, plus several existing drill hole lines and areas in between the drill hole lines. Part of the area appears to either be cleared or have little vegetation over it, however, there is a section where reasonably dense vegetation will need to be cleared.

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Statutory Environment

Compliance with the Environmental Protection Act 1986.

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council advise the Department of Mines and Petroleum that it has no objections to Audax Minerals Pty Ltd – Cheriton's Find Project clearing an area of 0.632 hectares of native vegetation for the purpose of mineral exploration as shown on the aerial map provided.

Voting Requirements

Simple Majority.

263/2012

Moved Cr Pasini seconded Cr Auld that Council advises the Department of Mines and Petroleum that it has no objections to Audax Minerals Pty Ltd – Cheriton's Find Project clearing an area of 0.632 hectares of native vegetation for the purpose of mineral exploration as shown on the aerial map provided.

CARRIED (6/0)

Submission to:	Ordinary Meeting of Council – Friday 21 st December, 2012
Agenda Reference:	Late Item 10.4
Subject:	Demolition of Old Bowling Club and Uniting Church Buildings
Location/Address:	Lots 756 & Pt 51 Antares Street and Lot 278 Antares Street, Southern Cross
Name of Applicant:	Manager Environmental Health & Building Services
File Reference:	4.2.1.5
Author:	Manager Environmental Health & Building Services – W J Dallywater
Disclosure of Interest:	Not applicable
Date of Report:	20 th December, 2012

Background

Further to Item 10.1 of the November 2012 Council Meeting, Council requested that work be carried out to have the old Bowling Clubhouse and the Uniting Church buildings removed from site as soon as possible.

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Comment

Letters inviting Class 2 demolition contractors were sent to 10 contractors within the Kalgoorlie/Esperance/Beacon/Cunderdin region, plus this work was advertised in the local Crosswords newsletter. Contractors had until Thursday 20th December 2012 to submit a quote for the removal of either building or both buildings including the small toilet block behind the Church.

Five quotes were received to carry out the demolition work on the old Bowling Clubhouse and the Uniting Church. Below is a summary of these quotes where GST is included in the prices unless otherwise stated:-

1) Kalgoorlie Salvage & Demolition, Kalgoorlie

WorkSafe Demolition Licence No WAD 36 Class 2 and

WorkSafe Restricted Asbestos Licence No WARA 90

Can commence early February 2013 and completed by end of February.

- To demolish the old Bowling Clubhouse \$23,552.10
 - To demolish the Uniting Church and toilet block \$16,071.00
- (NOTE: Tip fees of \$4,700.00 are included in the quote for the Bowling Club which can be deleted from the total price, plus one mobilisation from Kalgoorlie to Southern Cross and back again of \$3,200.00)
- Thus the combined quote less the deductions noted above gives a final quote of **\$31,723.10**

2) Porky's Enterprises, Beacon

WorkSafe Demolition Licence No WAD 149 Class 2 and

WorkSafe Asbestos Removal Licence No WARA 597

Can commence in mid-January 2013 and be completed mid-February.

- To demolish the old Bowling Clubhouse \$24,086.86
 - To demolish the Uniting Church and toilet block \$22,113.34
 - To demolish both buildings together \$39,270.00
- (NOTE: Tip fees have been included in all of these quotes and this can be deducted off the quotes however the amount has not been stated in the quote.)
- Estimating tip fess allowance if it is the same as for 1) above of \$4,700 + \$4,752 = \$9,452 then the estimated final quote would be **\$29,818.00**
 - Estimating tip fees allowance if it is the same as for 5) below of \$6,600.00 then the estimated final quote would be **\$32,670.00**

3) Crossview Enterprises Pty Ltd, Esperance

WorkSafe Demolition Licence No WAD 281 Class 2

WorkSafe Asbestos Licence WARA 995

Can commence mid-January 2013 and be completed by mid-February.

- To demolish the old Bowling Clubhouse \$31,150.00+GST
- To demolish the Uniting Church and toilet block \$24,250.00+GST
- To demolish both buildings together **\$60,940.00**

4) ASKA Demolition and Salvage, Cunderdin

WorkSafe Demolition Licence No WAD 237 Class 2

WorkSafe Asbestos Licence WARA 566

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Can commence mid-January 2013 and be completed by mid-February.

- To demolish the old Bowling Clubhouse \$15,400.00
- To demolish the Uniting Church and toilet block \$15,400.00
- To demolish both buildings together **\$30,800.00**

5) Allcare Asbestos Removal / Precise Projects Pty Ltd, Kalgoorlie

WorkSafe Demolition Licence No WAD 261 Class 2

WorkSafe Asbestos Licence WARA 121

Can commence mid-January 2013 and be completed by end January.

- To demolish the old Bowling Clubhouse and
the Uniting Church and toilet block **\$34,320.00**

All five contractors have Class 2 demolition licences from WorkSafe and are licensed to remove and handle asbestos, therefore all contractors should carry out the demolition in the same way.

Mr Peter Hunter from Kalgoorlie Salvage & Demolition was the only person/company that did not visit Southern Cross to inspect the two jobs but based his quote on the information that was forwarded to all the contractors that were invited to submit quotes and verbal advice I gave him by telephone.

Stuart McIntyre from Crossview Enterprises Pty Ltd advised that there was not a lot of salvageable material from his point of view and that most of the material would need to be disposed of at the landfill site. However, he was the only contractor that stated he would separate out the steel waste which could be collected by the local service group for its fundraising.

Mr Andrew Swann of ASKA Demolition and Salvage from Cunderdin was working with Mr Lindquist who had the contract to demolish the old Bullfinch Hall for the Shire in 2003, and in 2010 demolished the duplex on the corner of Altair and Gruis Streets, Southern Cross for the Department of Housing.

Disconnection of the mains power supply is currently being organised. The water meter has already been removed from the old Bowling Club site, but the water meter is still on-site at the Uniting Church and will remain so until after the demolition work is completed. Access to water will need to be arranged for the Old Bowling Club site.

Statutory Environment

WorkSafe legislation, Health Act 1911 as amended, Occupation Health & Safety legislation, and Environmental Protection legislation.

Policy Implications

Contractor will need to comply with Council Policy No 7.1 Occupation Health and Safety, plus the Shire's Health and Safety Procedures document Contractor's Requirements.

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Financial Implications

These costs are unbudgeted, however, funds for this work could come from the Land Development Reserve (\$106,009).

Recommendation

That the contract to remove the old Bowling Clubhouse and Uniting Church and small toilet block is awarded to ASKA Demolition & Salvage of Cunderdin for the amount of \$30,800.00 including GST.

Voting Requirements

Simple Majority.

264/2012

Moved Cr Pasini seconded Cr Auld that Council approves the contract to remove the old Bowling Clubhouse and Uniting Church and small toilet block is awarded to ASKA Demolition & Salvage of Cunderdin for the amount of \$30,800.00 including GST.

CARRIED (6/0)

As there was no further business to discuss, the Shire President declared the meeting closed at 5.40pm.

I, Peter Romolo Patroni confirm the above Minutes of the Meeting held on Friday, 21st December 2012, are confirmed on Friday the 18th January 2013 as a true and correct record of the December Ordinary Meeting of Council.

Cr Romolo Patroni
SHIRE PRESIDENT