

Minutes

ORDINARY MEETING OF COUNCIL
20 APRIL 2016
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 April 2016**

The President declared the meeting open at 3.40pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

President	Cr JA Russell
Deputy President	Cr WA Astbury
Councillor	Cr SJ Martin
Councillor	Cr RE Easton
Councillor	Cr GCL Hinkley
Councillor	Cr AG Lansdell
Councillor	Cr FA Allan
Councillor	Cr MG Lang
Finance Manager	Mrs NA Manton
Acting Executive Support Officer	Ms LJ Marchei (Minute Taker)

Leave of Absence (Previously Approved)

Resolution No 200416-01

Moved Cr Hinkley / Seconded Cr Martin

That Council grant a leave of absence for the Ordinary Council meeting on 18 May 2016 for the following Councillor;

Cr Allan Lansdell

Carried 7/0

Apologies

- 2. Public Question Time**
- 3. Applications for Leave of Absence/Apologies**
- 4. Petitions, Memorials and Deputations**
- 5. Declarations of Councillor's and Officer's Interest**

6. Confirmation of Minutes – Ordinary Meeting of Council – 16 March 2016

Resolution No 200416-02

Moved Cr Allan / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 16 March 2016 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

Receival of Minutes

7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Acting Executive Support Officer
File Reference:	CR.MEE.208
Author:	Lara Marchei, Acting Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 14 March 2016.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 14 March 2016.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Albert Facey Homestead Committee Meeting held on Monday 14 March 2016 be received.

Voting Requirements: Simple majority.

Resolution No 200416-03

Moved Cr Lansdell / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 and 7.2 be adopted en-bloc.

Carried 8/0

Receival of Minutes

7.2 Governance, Audit & Community Services Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lara Marchei, Acting Executive Support Officer
File Reference:	CR.MEE.202
Author:	Lara Marchei, Acting Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment:

Minutes of the Governance, Audit & Community Services Committee Meeting held on Wednesday 16 March 2016.

Background:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 16 March 2016.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Governance, Audit & Community Services Committee Meeting held on Wednesday 16 March 2016 be received.

Voting Requirements: Simple majority.

Resolution No 200416-03

Moved Cr Lansdell / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 and 7.2 be adopted en-bloc.

Carried 8/0

8. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc).

Item	Subject/Action	Officer/ File	Progress	Status	Comment
613-160915-05	Technical Services Committee Meeting Recommendations	CEO	That Council turn the Gillmanning school site into a parking bay and place parking bay signs on the Pingelly Wickepin Road.	✓	Completed project
160316-05	Main Roads Requesting RAV5 for Wickepin Corrigin Road	CEO	That Council request Main Roads to add the Wickepin Corrigin Road from the Shire Border with the Shire of Corrigin to the intersection of Coxon Street in the Yealering Townsite as a RAV 5 network Road as shown on the following Map:	✓	Letter sent 21/3/16
160316-09	Governance, Audit and Community Services Committee Meeting Recommendations	CEO	That the Governance, Audit and Community Services Committee adopts the Compliance Audit Return for the year 1 January 2015 to 31 December 2015 at its Ordinary Meeting of Council on the 16 th March 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government.	✓	Sent to DLG 17/3/16
160316-10	2015/2016 Budget Review	CEO	1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30th June 2016 with the following changes: - Page 63 – Additional costs for swimming pool cover changed to (\$3,830). - Page 5 – Closing funds surplus (deficit) be changed to \$60,426. 2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> .	✓	Sent to DLG 13/3/16
160316-11	Yarling Brook Estate change of Land Valuations	CEO	That Council advertises in the local newspaper and inform the property owners affected by any revaluation method, that Council is contemplating changing the methods of valuing the land from Unimproved Value to Gross Rental Value for rating purposes on the following properties outlined in the table below:	✓	Letters sent 24/3/16. Advertised in Narrogin Observer and Watershed.
	Assessment Number	Lot Number	Owner	Unimproved Value	
	A6549	33	A G Hemley	22,000	
	A6550	34	G B Leeson	23,000	
	A6551	35	Shire Of Wickepin	22,000	
	A6552	36	Shire Of Wickepin	22,500	
	A6548	9001	Shire Of Wickepin	124,000	

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	13 April 2016

Enclosure / Attachment: Traffic counter reports.

Background: Monthly report submitted from Manager of Works & Services, Mr Peter Vlahov.

Comment: Not applicable.

Programmed Construction Works

- Culvert widening has been completed on the Pingelly Road project. Clearing and gravel shoulder widening is now in progress.
- Gravel sheeting will commence on the remaining works program projects now that there has been some rain.
- Begin 2016/17 works program costings.

Plant Replacement

Maintenance Works

- Install adult play and exercise equipment at Johnston Park.
- Construct roadway at Yealering Tourist Information Bay.
- Install cricket pitch covers.
- Various fallen trees and limbs.
- Culvert repairs.
- Road grading.
- Install various new signs including "T" junction signs at Wickepin Corrigin and Williams Kondinin Rd intersection. Parking bay signs at Gillimanning school site.
- Sent all trucks to Perth and picked up approximately 120 free concrete pipes. This was a result of Rocla WA closing down.
- Various general maintenance.

Occupational Health and Safety

- Two minor injuries.
- LGA Insurance safety representative (Mark Southgate) attended our Toolbox meeting.

Workshop

- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.

Parks and Gardens

- Sweep streets
- General mowing, pruning and slashing.
- Caltrop control spraying.
- Oval mowing and maintenance.
- Street tree planting.
- Tree stump removal.
- Watering.
- The main sports oval dam has begun leaking. Repairs have been organised via Mark Fulford and will commence on the 20th April.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That council notes the report from the Manager of Works and Services dated 13 April 2016.

Voting Requirements: Simple majority

Resolution No 200416-04**Moved Cr Lang / Seconded Cr Hinkley**

That council notes the report from the Manager of Works and Services dated 13 April 2016.

Carried 8/0

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	FM.FR.1212
Author:	Natalie Manton – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	4 April 2016

Enclosure / Attachment: Listed below & attached (monthly report).

Background: In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly/triannual financial reports.

1. Operating Statement by Function and Activity
2. Bank Balances and Investments
3. Outstanding Debtors

Comment: Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

Statutory Environment: Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) Budget estimates to the end of the month to which the statement relates;
 - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
 - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity may be shown -
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
 - (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 31 March 2016 as presented be received.

Voting Requirements: Simple majority

Resolution No 200416-05

Moved Cr Astbury / Seconded Cr Lansdell

That the financial statements tabled for the period ending 31 March 2016 as presented be received.

Carried 8/0

Bank Balances

As at 31/03/2016

	Bank Statement
Municipal Fund	383,791.00
Municipal ANZ Term Deposit	506,955.49
Municipal ANZ Term Deposit	301,663.56
Municipal OCDF	297,420.13
Petty Cash	700.00
Reserves	1,073,211.19
Total	\$2,563,741.37
Trust Fund	\$69,977.96
Transport Account	0.00

Debtors

Rates as at 31/03/2016

Account 7461	Rates	39,217.41
Account 6051	Sewerage	4,250.51
Account 7451	Excess Receipts	-5,434.65
Account 1092	ESL	1,116.44
Account 7481	Domestic Rubbish	1,034.03
Account 7491	Commercial Rubbish	170.08
Account 7201	Refuse Site Levy	425.40
Account 1052	ESL Penalty	165.98
Total		\$40,945.20

Sundry Debtors as at 31/03/2016

Current	0.00
1 Month	3,970.00
2 Months	0.00
3 Months	0.00
	0.00
Total	\$3,970.00

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	FM.BA.1201
Author:	Natalie Manton - Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	4 April 2016

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 March 2016 to 31 March 2016

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	15294 - 15307	39,651.64
EFT	6191 - 6232	450,048.48
	6233 - 6243	
	6245 - 6279	
Payroll	March	124,084.17
Superannuation	March	14,780.89
Credit Card	March	283.25
Journals	March	5,270.55
Trust		
EFT	1267	45.00
Chq	6233 – 6244	509.70
	TOTAL	\$634,673.68

Comment: Detailed answers to queries can be obtained for presentation at council meeting.

Statutory Environment: Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)

Policy Implications: Policy 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Voting Requirements: Simple majority

Resolution No 200416-06**Moved Cr Allan/Seconded Cr Lansdell**

That Council acknowledges that payments totalling **\$634,673.68** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

List of Accounts Due & Submitted to Committee 1 March - 31 March 2016					
Chq/EFT	Date	Name	Description	Muni	Trust
1267	14/03/2016	SHIRE OF WICKEPIN	COMMUNITY CENTRE HIRE FOR TRIATHLON EVENT		\$ 45.00
EFT6191	10/03/2016	AUSTRALIA POST	FEBRUARY POSTAGE ACCOUNT, ANNUAL PO BOX FEES	\$ 343.95	
EFT6192	10/03/2016	ARTS NARROGIN INC	REGISTRATION OF WICKEPIN TOWN HALL AS OFFICIAL VENUE FOR 2016 ART	\$ 110.00	
EFT6193	10/03/2016	YVONNE BOWEY CONSULTING	FINALISE 2015 FINANCIALS, TELECONFERENCE WITH AUDITORS	\$ 300.00	
EFT6194	10/03/2016	BUTLER SETTINERI	2015 SHIRE AUDIT, FINALISATION OF FINANCIAL REPORT	\$ 4,635.96	
EFT6195	10/03/2016	COURIER AUSTRALIA	FREIGHT - MEMORIAL PHOTO SIGNS AND WATER SAMPLES	\$ 188.92	
EFT6196	10/03/2016	CANVASS FINE ART	COUNCILLOR PLAQUES, FRAMES CR RUSSELL, CR MARTIN	\$ 110.00	
EFT6197	10/03/2016	COVS PARTS PTY LTD	FIBRE WASHER KIT - BOBCAT SKIDSTEER	\$ 84.28	
EFT6198	10/03/2016	KELLY COCHRANE	CLEANING YEALERING HALL, TOILETS, CARAVAN PARK FEB 2016	\$ 237.50	
EFT6199	10/03/2016	CHEDOONA ENVIRONS	ASSORTED NATIVES, GREVILLEAS FOR SHIRE GARDENS	\$ 297.00	
EFT6200	10/03/2016	LANDGATE	LAND ENQUIRY - FEBRUARY 2016	\$ 172.20	
EFT6201	10/03/2016	DEWS EXCAVATIONS	WIDEN CULVERTS AND INSTALL HEADWALLS WICKEPIN-PINGELLY RD	\$ 15,840.00	
EFT6202	10/03/2016	MJ & JL DYKE	MANUFACTURE AND INSTALL 2 HYDRAULIC HOSES FOR CAT GRADER	\$ 502.02	
EFT6203	10/03/2016	EWEN RURAL SUPPLIES	FEBRUARY ACCOUNT	\$ 4,785.71	
EFT6204	10/03/2016	EVERGREEN SYNTHETIC GRASS	SUPPLY AND INSTALL SYNTHETIC BOWLING GREEN YEALERING- 1ST	\$ 61,040.70	
EFT6205	10/03/2016	FACEY GROUP INC	2015/16 SPONSORSHIP - 2ND INSTALLMENT	\$ 11,000.00	
EFT6206	10/03/2016	GREAT SOUTHERN FUEL SUPPLIES	FUELS AND OILS- FEBRUARY 2016	\$ 13,141.79	
EFT6207	10/03/2016	GEOFF PERKINS FARM MACHINERY	HYDRAULIC HOSE, FITTINGS FOR CAT GRADER AND AIR CLEANER FOR ISUZU	\$ 651.17	
EFT6208	10/03/2016	GTS GAUGE TRANSMITTERS SWITCHES	SUPPLY 1 X GPS TRIPMETER WITH MAGNETIC MOUNT ANTENNA	\$ 842.60	
EFT6209	10/03/2016	JR & A HERSEY	SUPPLY 100 X GUIDE POSTS FENCE RD	\$ 1,023.00	
EFT6210	10/03/2016	ELIZABETH HEFFERMAN	CLEANING ALBERT FACEY HOUSE - 2 HOURS ON 1ST MARCH 16	\$ 40.00	
EFT6211	10/03/2016	HANSON CONSTRUCTION MATERIALS	8M3 OF STABILISATION SAND FOR WICKY-PINGELLY RD	\$ 2,646.44	
EFT6212	10/03/2016	IT VISION	IN OFFICE TRAINING FOR SYNERGY RECORDS MODULE	\$ 8,258.62	
EFT6213	10/03/2016	LANDVISION	CONSULTANT- ADVICE ON REZONING TINCURRIN SCHOOL SITE	\$ 275.00	
EFT6214	10/03/2016	METROCOUNT	ROAD COUNTER EQUIPMENT- CENTRELINE FLAPS, ROAD CLEATS	\$ 512.60	
EFT6215	10/03/2016	JAMES MATTHEWS	REIMBURSE COST OF DRINKS, ICYPOLES FOR INTERSCHOOL CARNIVAL	\$ 116.77	
EFT6216	10/03/2016	NARROGIN CHAMBER OF COMMERCE	2016/17 ANNUAL MEMBERSHIP FEE	\$ 165.00	
EFT6217	10/03/2016	NARROGIN HIRE SERVICE	RETICULATION FLOW CONTROL CARD WICKEPIN OVAL	\$ 68.75	
EFT6218	10/03/2016	GREAT SOUTHERN WASTE DISPOSAL	REUBBISH COLLECTION FEBRUARY 2016	\$ 7,718.50	
EFT6219	10/03/2016	NARROGIN GLASS	SUPPLY 2 X FLY SCREENS YARLING COURT UNITS	\$ 69.72	
EFT6220	10/03/2016	NARROGIN HARDWARE MAKIT	TREATED PINE, PLANKS AND FASTENINGS FOR FOOTPATHS, PLATE FOR POOL	\$ 640.50	
EFT6221	10/03/2016	NARROGIN BEARING SERVICE	WORKSHOP MATERIALS- COPPER WASHER KIT	\$ 69.95	
EFT6222	10/03/2016	STAR TRACK EXPRESS	FREIGHT ON METROCOUNT PARTS, LIGHT BAR FROM KENWICK AUTO	\$ 89.53	
EFT6223	10/03/2016	PRITCHARD BOOKBINDERS	BINDING COUNCIL MINUTES IN BURGANDY HARD COVER	\$ 88.00	

Attachment- Item 10.2.02

EFT6224	10/03/2016	MAUREEN SUSAN PREEDY	CLEANING YEALERING HALL, TOILETS, CARAVAN PARK AND DONGAS FEB 16	\$	340.00
EFT6225	10/03/2016	PACIFIC BRANDS WORKWEAR	STAFF UNIFORMS- L PEARSON	\$	80.85
EFT6226	10/03/2016	RSA WORKS	CONSULT- LOMOS RD WET MIX, TRIM AND BITUMEN	\$	5,115.00
EFT6227	10/03/2016	LIONEL ANTHONY RIGBY	WICKEPIN CARAVAN PARK CARETAKER 4TH INSTALLMENT	\$	2,064.20
EFT6228	10/03/2016	ANTONY SMITH	REPAIR WALK TRAIL BRIDGES, SUPPLY TIMBER AND SCREWS	\$	2,380.40
EFT6229	10/03/2016	SOUTHWEST PRINT GROUP	STATIONERY- 20 X TRIPPLICATE PURCHASE ORDER BOOKS	\$	876.00
EFT6230	10/03/2016	WESTERN AUSTRALIAN TREASURY	Loan No. 100 Interest payment -	\$	2,123.39
EFT6231	10/03/2016	WA HINO SALES & SERVICE	PURCHASE OF NEW HINO 700 SERIES FS 2848 TRUCK	\$	119,508.00
EFT6232	10/03/2016	WESTERN STABILISERS	LOMOS RD- STABILISATION WORKS	\$	60,093.00
EFT6233	14/03/2016	WICKEPIN COMMUNITY RESOURCE	COPYING AND PRINTING, LAMINATING FOR EVENT	\$	69.70
EFT6234	14/03/2016	YEALERING AGPARTS & REPAIRS	2 X 9KG GAS BOTTLES AUST DAY, SWIMMING LESSONS BUS TRANSPORT,	\$	2,968.35
EFT6235	14/03/2016	COURIER AUSTRALIA	FREIGHT- LIBRARY BOOKS, ADMIN PRINTED STATIONARY	\$	45.65
EFT6236	14/03/2016	EASIFLEET	FACEY GROUP VEHICLE LEASE FEE FEB 16	\$	837.61
EFT6237	14/03/2016	FRANK WESTON & CO	ANGLE STEEL FOR BENCH REPAIRS YEALERING	\$	7.58
EFT6238	14/03/2016	FABULOUS FINDS PAST AND PRESENT	RAILWAY STATION FURNITURE- OLD JARRAH DESK, CHAIR	\$	1,105.00
EFT6239	14/03/2016	GEOFF PERKINS FARM MACHINERY	SUPPLY HONDA SELF-PROPELLED LAWN MOWER ENGINE #JAAH-2334817	\$	1,749.00
EFT6240	14/03/2016	GREENACRES TURF FARM	16M2 VILLAGE GREEN TURF FOR OVAL AROUND NEW CRICKET PITCH	\$	112.00
EFT6241	14/03/2016	JASON SIGNMAKERS	BOX 63MM POST CAPS FOR ROAD SIGNS	\$	68.75
EFT6242	14/03/2016	NARROGIN HIRE SERVICE	4 X HUNTER SPRINKLERS FOR OVAL RETICULATION, AND VARIOUS PARTS	\$	657.97
EFT6243	14/03/2016	OFFICINO OFFICE FURNITURE	OFFICE FURNITURE- DESKS, STOOL, SCREENS TO SUIT ERGONOMIC	\$	2,601.50
EFT6244	21/03/2016	ARTS NARROGIN INC	ADVERTISING 2016 DRYANDRA COUNTRY ART FOOD WINE TRAIL GUIDE-	\$	440.00
EFT6245	24/03/2016	BORAL	SPRAY AND COVER 1500M X 7M WITH AGGREGATE LOMOS ROAD	\$	69,069.00
EFT6246	24/03/2016	BEST OFFICE SYSTEMS	PHOTOCOPYING AND PRINTING CHARGES 23/02 TO 23/03/16	\$	848.66
EFT6247	24/03/2016	COURIER AUSTRALIA	FREIGHT ON LIBRARY BOOKS	\$	28.35
EFT6248	24/03/2016	COVS PARTS PTY LTD	REVOLVING AMBER LIGHT- SKIDSTEER LOADER	\$	165.73
EFT6249	24/03/2016	DEWS EXCAVATIONS	EXCAVATE GRAVE YEALRING CEMETERY 09/03/16	\$	363.00
EFT6250	24/03/2016	AC & EJ FULFORD & CO	EXCAVATE NEW DOMESTIC WATSE TRENCH AT WICKEPIN RUBBISH TIP	\$	11,891.00
EFT6251	24/03/2016	G & M DETERGENTS	DELSHINE CLEANER, MAGIC SPONGES FOR POOL	\$	70.00
EFT6252	24/03/2016	HARRIS ZUGLIAN ELECTRICS	REPAIR FLOOD LIGHTS GRASSED AREAS YEALERING CARAVAN PARK	\$	317.70
EFT6253	24/03/2016	HARRISMITH GOLF CLUB	DONATION - SHIRE OF WICKEPIN GOLF DAY	\$	200.00
EFT6254	24/03/2016	NORTHSTAR ASSET PTY LTD /	MOVIE SCREENING RIGHT - PAPER PLANES 16 APR 16	\$	143.00
EFT6255	24/03/2016	KEL'S TYRES	2 X 11R 22.5 RLB1 TYRES FOR ISUZU TIP TRUCK	\$	1,351.90
EFT6256	24/03/2016	STATE LIBRARY OF WA	2015-16 FREIGHT COSTS PUBLIC LIBRARY	\$	292.34
EFT6257	24/03/2016	LANDMARK ENGINEERING & DESIGN	SUPPLY 3 VASSE STREET BENCH SEATS WICKEPIN TOWN AND RAILWAY	\$	2,663.10
EFT6258	24/03/2016	GS & B MADEJ BRICKLAYING	SUPPLY AND LAY CONCRETE AT CRICKET PITCH	\$	6,081.90
EFT6259	24/03/2016	NARROGIN GLASS	REPAIRS TO FRONT AND REAR FLY SCREEN DOORS - 10 SMITH STREET	\$	357.50
EFT6260	24/03/2016	NARROGIN RETRAVISION	REPAIRS TO AIR CON YEALERING HALL	\$	261.00

Attachment- Item 10.2.02

EFT6261	24/03/2016	NARROGIN PUMPS, SOLAR AND NET REGISTRY	6.5HP DAVEY PUMP FOR WATER TRANSFER	\$	1,107.43
EFT6262	24/03/2016	NET REGISTRY	2 YEAR 2016-2018 USE OF WEBSITE DOMAIN	\$	47.85
EFT6263	24/03/2016	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE STATIONERY - TUBECUP FILES	\$	422.60
EFT6264	24/03/2016	E & MJ ROSHER P/L	POLY/WIRE BRUSH KIT JOHN DEERE 4040	\$	695.00
EFT6265	24/03/2016	TOWN OF NARROGIN	4 HOURS RANGER, INC TRAVEL	\$	407.30
EFT6266	24/03/2016	TELFORD INDUSTRIES	PALLET 20LT CHLOR, 20LT DG FOR EFFLUENT SCHEME WATER TREATMENT	\$	1,008.48
EFT6267	24/03/2016	WA HINO SALES & SERVICE	STONEGUARD FOR ISUZU TIP TRUCK	\$	693.96
EFT6268	24/03/2016	WICKEPIN MOTORS	EXCESS - REPAIRS TO P2N COLORADO UTE	\$	300.00
EFT6269	24/03/2016	WICKEPIN NEWSAGENCY	CATERING COUNCIL MEETING, STAFF TRAINING, ADMIN MILK, PAPERS FOR	\$	136.90
EFT6270	24/03/2016	WURTH AUSTRALIA P/L	EXPENDABLE TOOLS- DRILL BIT KIT, VARIOUS SIZE LINCH PINS	\$	271.15
EFT6271	30/03/2016	SKIPPER TRANSPORT PARTS	AXLE NUT AND HUB FOR LOW LOADER TRAILER	\$	51.98
EFT6272	30/03/2016	BEST OFFICE SYSTEMS	REPLACE EXIT ROLLERS TO MINOLTA MACHINE	\$	40.00
EFT6273	30/03/2016	FLAMELESS FIRE & SAFETY	SERVICE OF ALL VEHICLE AND BUILDING FIRE EQUIPMENT. TEST, REPLACE AS	\$	2,732.40
EFT6274	30/03/2016	HARRIS ZUGLIAN ELECTRICS	REPLACE FLURO LIGHT UNIT 4 COTTAGE HOMES	\$	404.12
EFT6275	30/03/2016	XYLEM WATER SOLUTIONS AUSTRALIA	MAG FLOW METER WITH 240V REMOTE READER, INC CABLE AND TERMINALS	\$	6,028.00
EFT6276	30/03/2016	STAR TRACK EXPRESS	FREIGHT ON PARTS	\$	645.18
EFT6277	30/03/2016	PCS	SYNERGY SUPPORT- SPOOLER ERROR, FAULTY MAPPING DRIVE, CEO SYNERGY	\$	510.00
EFT6278	30/03/2016	E & MJ ROSHER P/L	BULK PACK WIRE BRUSH FOR JOHN DEERE 4040	\$	695.00
EFT6279	30/03/2016	TOWN OF NARROGIN	RANGER SERVICES - 4 HOURS 19/03/16 INC TRAVEL	\$	946.52
15294	10/03/2016	A & A CORASANITI	GRIND TREE STUMPS WICKEPIN TOWNSITE	\$	2,384.80
15295	10/03/2016	C & D CUTRI	INSTALL BARRIER RAILS ON 86 GATE RD BRIDGE	\$	16,610.00
15296	10/03/2016	TELSTRA	SMS SERVICE- HARVEST BAN MESSAGE TO 26 FEB 16	\$	105.00
15297	10/03/2016	WATER CORPORATION	WATER USAGE- STANDPIPES, OVAL, HARRISMITH OVAL AND HALL 22DEC 15	\$	4,663.11
15298	14/03/2016	TELSTRA	SAT PHONE CHARGES 03 APR 16	\$	35.00
15299	14/03/2016	SYNERGY	STREETLIGHTS 25 JAN TO 24 FEB 2016	\$	1,809.65
15303	24/03/2016	PAUL ELLIOT	SUPPLY 1 IRON & TIMBER DOUBLE SIDED PARK BENCH	\$	800.00
15304	24/03/2016	SYNERGY	ELECTRICITY- POOL, OVAL, COMMUNITY CENTRE, YEALERING HALLS, HOUSES,	\$	10,393.75
15305	24/03/2016	A & A CORASANITI	REMOVE SLAB, DIG HOLES AND CONCRETE SIGNS AT WAR MEMORIAL	\$	1,247.40
15306	30/03/2016	TELSTRA	PHONE- ADMIN, FAX, INTERNET, STAFF MOBILES, HOUSING, POOL, CARAVAN	\$	1,565.25
15307	30/03/2016	WATER CORPORATION	WATER - STORAGE TANK AT RABBIT PROOF FENCE RD	\$	37.68
DD8946.1	02/03/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,678.26
DD8946.2	02/03/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	56.23
DD8946.3	02/03/2016	PRIME SUPER	Superannuation contributions	\$	172.46
DD8946.4	02/03/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	183.85
DD8946.5	02/03/2016	MTAA SUPER FUND	Superannuation contributions	\$	348.49
DD8946.6	02/03/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	172.46
DD8946.7	02/03/2016	TREMAVNE SUPERANNUATION FUND	Superannuation contributions	\$	121.92

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DD8956.1	16/03/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,761.99
DD8956.2	16/03/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	151.82
DD8956.3	16/03/2016	PRIME SUPER	Superannuation contributions	\$	172.46
DD8956.4	16/03/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	183.85
DD8956.5	16/03/2016	MTAA SUPER FUND	Superannuation contributions	\$	348.49
DD8956.6	16/03/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	172.46
DD8956.7	16/03/2016	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$	85.34
DD8956.8	16/03/2016	COLONIAL FIRST STATE	Superannuation contributions	\$	192.88
DD8966.1	30/03/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,810.98
DD8966.2	30/03/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	56.23
DD8966.3	30/03/2016	PRIME SUPER	Superannuation contributions	\$	172.46
DD8966.4	30/03/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	183.85
DD8966.5	30/03/2016	MTAA SUPER FUND	Superannuation contributions	\$	348.49
DD8966.6	30/03/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	172.46
DD8966.7	30/03/2016	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$	87.38
DD8966.8	30/03/2016	COLONIAL FIRST STATE	Superannuation contributions	\$	146.08
Journal	10/03/2016	ANZ	Merchant Fees	\$	113.19
Journal	10/03/2016	Westnet	Internet charges	\$	144.90
Journal	10/03/2016	BEST OFFICE SYSTEMS	Copier lease	\$	358.60
Journal	10/03/2016	VISA	oval sprinkler	\$	283.25
Journal	10/03/2016	JAMES MATTHEWS	Pool Manager contract March 2016	\$	4,653.86
				\$	510,034.81
				\$	554.70

Attachment- Item 10.2.02

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment:

Arts and Cultural	<p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> • Meetings and correspondence with local exhibitors • Advertising <p>Art Prize 2016</p> <ul style="list-style-type: none"> • Planning and design meetings • Correspondence with artists and Canning Art Centre re drop-off points • Sponsorship letters <p>Other</p> <ul style="list-style-type: none"> • Catalyst Community Arts Fund grant submitted to CAN WA to run sculpture workshops • Correspondence with sculptor, photographer re grant • Correspondence with CAN WA re grant
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Correspondence re Heritage Trail development • Liaison with CRC – Tidy Towns submission <p>War Memorial Upgrade</p> <ul style="list-style-type: none"> • Correspondence with Jason Signs re memorial visual fence <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Maintained correspondence with the families • Liaison with Everlon re replacement Granite piece. Arrived and waiting installation. • Site meetings with regards landscaping and final steps for completion <p>Anzac Day</p> <ul style="list-style-type: none"> • Correspondence with Sue Lefroy, Albany Library • Meetings re planning for the day • Communication with community members <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page, mail out and Instagram • Follow up grant opportunities for Shire of Wickepin projects. • Informed community members on grant opportunities and events.
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> • Correspondence with organising committee re 2016 drive
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Promotion through social media • Meetings and correspondence with family of Jack and Win Reynolds: Provided support for their historical display in conjunction with an RSL cycle to Wickepin fundraiser. To be held over the Anzac day weekend.

Special Needs Groups including Youth, Disabled and Older People.	Johnston Park <ul style="list-style-type: none"> • Construction and installation complete • Correspondence and meetings with equipment suppliers, builders • Quarterly report submitted to Wheatbelt Development Commission • Acquittal process underway
Sport and Recreation	Kidsport <ul style="list-style-type: none"> • Processed vouchers • Correspondence with Sport and Recreation • Assisted individuals and provided support to clubs
Governance Other	<ul style="list-style-type: none"> • Staff support as needed
Heritage	Railway Restoration <ul style="list-style-type: none"> • Site meetings with staff • Acquittal to Lotterywest submitted and successful

Projects Currently On CDO Desk for 2016

Dryandra Country Art & Wine Trail	<ul style="list-style-type: none"> • Mother's Day weekend 7th 8th May • Shire support in kind • Annual event
Railway Building Restoration	<ul style="list-style-type: none"> • Acquitted to Lotterywest • Lotterywest and Shire funded • Fully restored and complete
Facey Carriage Drive	<ul style="list-style-type: none"> • Next carriage drive in third weekend in October 2016 • Shire support in-kind
Wickepin Art Prize	<ul style="list-style-type: none"> • Third weekend in October 2016 • Townscape initiative • Shire support in-kind and sponsorship of prizes
Wickepin Cemetery	<ul style="list-style-type: none"> • Landscaping underway • Official opening in Spring
Walk Trails Signage	<ul style="list-style-type: none"> • Grant completed and submitted. Pending approval. • Funded by Lotterywest and Shire
Grants	<ul style="list-style-type: none"> • CAN WA grant submitted • Community Grants to be evaluated late April
Johnston Park Development and Equipment	<ul style="list-style-type: none"> • Build completed. Acquittal underway - due June. • Wheatbelt Development Commission funded – Creating Aged Friendly Communities • Shire support in kind and materials
Anzac Day	<ul style="list-style-type: none"> • Due for completion 25 April 2016

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Johnston Park Development	Wheatbelt Regional Grants SVG	\$51,260	Approved. \$51,260 Council contribution (Labour and Materials) \$7,458
Walktrail Projects	Lotterywest	\$36,168.	Pending Council Contribution \$15,000 (\$5000/town)
Sculpture Project	CAN WA Catalyst Fund	\$7,655.	Pending Council Contribution \$5,800 (in-kind)

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

(1) To Develop and Maintain Quality Services and Infrastructure:

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

(2) To Ensure the Protection and Improvement of the Environment:

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

(3) To Promote the Development of a Viable and Diversified Local Economy:

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

(4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:

A healthy, strong and connected community that is actively engaged and involved.

(5) To Provide Efficient, Effective and Accountable Governance:

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

(6) To Promote the Shire as a Focal Point in the Development of the Greater Region:

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

Recommendation:

That council notes the report from the Community Development Officer dated 14 April 2016.

Voting Requirements: Simple majority.

Resolution No 200416-07

Moved Cr Lang / Seconded Cr Easton

That council notes the report from the Community Development Officer dated 14 April 2016.

Carried 8/0

Governance, Audit and Community Services

10.2.04 – Replacement of LTZ Colorado 7 0 WK

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.ACQ.2101
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 st March 2016

Enclosure / Attachment: NIL

Background:

In the 2015/2016 Budget Estimates, Council included within the ten year plant replacement program the replacement of the Chief Executive Officers Vehicle 0 WK which is currently a LTZ Holden Colorado 7.



Above is a photo of the trade vehicle – LTZ Colorado 7 0 WK

0 WK as of the 21st March 2016 had done 12,102 kilometres.

Comment:

As per Councils purchasing policy 3.1.7.3 Purchasing Thresholds and Processes the Chief Executive Officer requested three quotes from Ingrey Ford, Edwards Holden and Narrogin Toyota.

The quotes were requested by sending the following email

Please provide a Quote to replace Councils current CEO Vehicle 0 WK being a 2016 Holden Colorado 7 Auto 2.8 Diesel LTZ at approximately 15,000 km with a suitable replacement vehicle of the same class of vehicle.

Photos attached of the current vehicle – LTZ Colorado 7

As of the 21st March 2016 it has done 12,102 KMs

3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin.

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	<p>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$1,000 - \$39,999	<p>Obtain at least 3 written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>

Council has received the following quotes as of the 23rd March 2016.

Edwards Holden Narrogin	2016 Holden Colorado 7 Auto 2.8 Diesel LTZ	Ingrey Ford PTY LTD	Mitsubishi 2016 QE Pajero Sport 2.4 LTR CRDT	Narrogin Toyota	Fortuner 2.8I DSL 6AT Crusade	Prado DSL WGN A/T VX 4C78720 001
Price	37,917.70	Price	43,545.46	Price	\$48,592	\$56,547.08
Prestige Paint	401.50	Prestige Paint	500	Prestige Paint	White	384.62
Towing Package	900	Towing Package	654.54	Towing Package	Not included	Not included
Tint	400	Tint	Not included	Tint	Not included	Not included
Redarc Brake Kit	265	Redarc Brake Kit	Not included	Redarc Brake Kit	Not included	Not included
License	Shire Cost	License	Shire Cost	Shire Cost	Shire Cost	Shire Cost
Dealer Delivery		Dealer Delivery		Dealer Delivery	\$750	\$750
Less Trade 2015 Holden Colorado 7 Auto 2.8 Diesel LTZ	37,384.20	Less Trade	35,000	Less Trade	40,250	40,250
Change Over GST Inclusive	\$2,500	Change Over GST Inclusive	\$14,500	Change Over GST Inclusive	\$23,279.62	\$15,126.20

The Chief Executive Officers preference is for a Holden Colorado 7 Auto 2.8 Diesel LTZ Model.

The Colorado 7 LTZ model comes with two tone leather appointed seats (front heated), 5-star ANCAP safety rating, Electronic Stability Control (ESC) and Rear View Camera. The Holden Colorado 7 has 3 tons towing capacity and is a 4x4.

Following is the Extract from the Shire of Wickepin Policy Manual

11.8.2 COUNCIL FLEET VEHICLE MANAGEMENT

11.8.2.1 CHIEF EXECUTIVE OFFICER'S VEHICLE

Vehicle shall be of a standard in accordance with the Officer's employment contract with council. The changeover of the vehicle shall be managed by the CEO in accordance with the budget parameters set by council, providing autonomy to change the vehicle over at what is deemed to be the most cost effective manner in terms of the current vehicle market.

Council currently runs a number of Holden Colorado's in its existing fleet and keeping with the same type of vehicles helps with parts for servicing and minor repairs.

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996 (WA)*, deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

11.8.2. COUNCIL FLEET VEHICLE MANAGEMENT

11.8.2.1 CHIEF EXECUTIVE OFFICER'S VEHICLE

Vehicle shall be of a standard in accordance with the Officer's employment contract with council. The changeover of the vehicle shall be managed by the CEO in accordance with the budget parameters set by council, providing autonomy to change the vehicle over at what is deemed to be the most cost effective manner in terms of the current vehicle market.

Financial Implications: \$2,500 GST Inclusive
Councils Budgeted figures for the 2015/2016 adopted budget are as follows

	Plant	Nett Change over		Purchase Price
160340	Holden Statesman	4,000	OWK	48,421
160340	Holden Statesman	4,000	OWK	48,421

Strategic Implications: Fits with in theme one of Councils strategic Community Plan.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

	with other authorities.	
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> • Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> • Grants Officer employed.

Summary:

Council is being requested to accept the quote from Edwards Holden for a 2016 Holden Colorado 7 Auto 2.8 Diesel LTZ with all accessories provided in the quotation.

Recommendation:

1. That the quotation for a 2016 Holden Colorado 7 Auto 2.8 Diesel LTZ for a change over price of \$2,500 GST Inclusive with the following accessories from Edwards Holden Narrogin be accepted by Council

- Tow Package \$900
- Prestige Paint \$401.50
- Tint \$400
- Redarc brakes \$265

Voting Requirements: Simple majority

Resolution No 200416-08**Moved Cr Lansdell / Seconded Cr Easton**

1. That the quotation for a 2016 Holden Colorado 7 Auto 2.8 Diesel LTZ for a change over price of \$2,500 GST Inclusive with the following accessories from Edwards Holden Narrogin be accepted by Council

- Tow Package \$900
- Prestige Paint \$401.50
- Tint \$400
- Redarc brakes \$265

Carried 8/0

Governance, Audit and Community Services

10.2.05 – WALGA 2015 Association Honours

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Western Australian Local Government Association
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 April 2016

Enclosure / Attachment: Nil

Background:

Nominations for the WALGA 2016 Honours Program are now open and close on Friday 6 May 2016.

WALGA Honours Awards recognise people who are some of the most valuable and committed members of our community.

There are six categories of awards in the 2016 Honours Program, details are as below:

Local Government Medal

Available for nomination by State Councillors and Local Governments with a co-sign by a State Councillor - recognises outstanding achievement and significant contribution by Elected Members and Officers to the Association and/or to Local Government.

Life Membership

Available for nomination by State Councillors and Local Governments – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government.

Eminent Service Award

Available for nomination by State Councillors and Local Governments – recognises personal commitment, eminent service and contribution to Local Government or the Association.

Long and Loyal Service Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Merit Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided distinguished service to the community through their Local Government.

Local Government Distinguished Officer Award

Available for nomination by State Councillors and Local Governments – recognises serving Local Government officers who have provided outstanding performance for the Local Government sector.

Comment:

Nominations for 2016 Honours Program are now open and close on Friday 6 May 2016.

Nominations will not be accepted for persons who have retired or ceased working for Local Government before 14 March 2013.

Councillor Steven Martin was awarded the Eminent Service Award at the 2015 WALGA Convention.

The Chief Executive Officer is not aware of any Councillors that would meet the current criteria for the 2016 WALGA Associations Honours.

Councillor Allan Lansdell may meet the criteria for the Long and Loyal Service Award but the CEO is not sure of his terms as Councillor with the Shire of Cuballing and Shire of Lake Grace.

The Long and Loyal Service Award is for recognising Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

Statutory Environment: Nil

Policy Implications: No Policy

Financial Implications: Nil

Strategic Implications: Nil

Summary: Nil

Recommendation:

1. That Council nominate the following Councillors for the Following Awards.

Local Government Medal -

Life Membership -

Eminent Service Award -

Long and Loyal Service Award -

Merit Award -

Local Government Distinguished Officer Award -

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.06 – Adoption Joint Local Emergency Management Arrangements 2016

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	ES.PLA.910
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 th April 2016

Enclosure / Attachment:

1. Shire of Cuballing and Shire of Wickepin Joint Local Emergency Management Arrangements 2016
2. Shire of Wickepin Emergency Evacuation Plan 2016
3. Shire of Wickepin Local Contacts and Resource Register 2016

Background:

Each local government is required to have current emergency management arrangements in place. The Shires of Cuballing and Wickepin have joined together for the purposes of emergency management. The Joint Local Emergency Management Arrangements 2016 has been prepared by the Shires of Cuballing and Wickepin Local Emergency Management Committee to address their legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

The Shires of Cuballing and Wickepin in accordance with the Emergency Management Act 2005 are the body responsible for co-ordinating the Local Emergency Management Committee (LEMC). Membership of the LEMC is representatives of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

The Joint LEMC is made up of the following:

LEMC Members

Agency	Position
Shire of Cuballing	
	Shire President (Joint Chair)
	Chief Executive Officer
	Chief Bushfire Control Officer
	Manager Works & Services
Shire of Wickepin	
	Shire President (Joint Chair)
	Chief Executive Officer
	Manager Works & Services
	Chief Bushfire Control Officer
Other Agencies	
Narrogin Police Station	Officer in Charge (LEC)
Wickepin Police Station	Officer in Charge (LEC)
Wickepin Nursing Post	
St John Ambulance Narrogin Sub Branch	Manager
St John Ambulance Wickepin Sub Branch	Manager
Department of Child Protection and Family Support	District Emergency Management Officer
Department of Parks & Wildlife	
Red Cross	
State Emergency Management Committee	Community Emergency Management Officer
Wickepin Primary School	Principal
Yealering Primary School	Principal

The functions of the Shire's of Cuballing and Wickepin Joint Local Emergency Management Committee are as set down in Section 39 of the *Emergency Management Act 2005*:

Comment:

The Shire's of Cuballing Wickepin Joint Local Emergency Management Plan 2016 details emergency management arrangements and ensures an understanding between agencies and stakeholders involved in managing emergencies within the shires.

The purpose of the Plan is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph B);
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate.

The Shire of Cuballing and Shire of Wickepin Joint Local Emergency Management Arrangements 2016 as attached were endorsed by the Joint Local Emergency Management Committee on Tuesday 12th April 2016.

The joint Local Emergency Management Arrangements must also be endorsed by each Council.

Statutory Environment:

Emergency Management Act 2005

39. *Functions of local emergency management committees*

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the Shire of Cuballing and Shire of Wickepin Joint Local Emergency Management Arrangements 2016 as attached.

Recommendation:

That Council adopt the Shire of Cuballing and Shire of Wickepin Joint Local Emergency Management Arrangements 2016 as attached.

Voting Requirements: Simple majority

Resolution No 200416-09**Moved Cr Lansdell / Seconded Cr Astbury**

That Council adopt the Shire of Cuballing and Shire of Wickepin Joint Local Emergency Management Arrangements 2016 as attached.

Carried 8/0

Governance, Audit & Community Services

10.2.07 – Governance, Audit & Community Services Committee Meeting

Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CP.PLA.572/CR.MEE.202
Author:	Lara Marchei, Acting Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment: Nil

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 16 March 2016.

Comment:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 16 March 2016 and passed the following recommendations:

Moved Cr Lansdell / Seconded Cr Allan

That the Governance and Audit committee advise Council that it wishes to retain its current level of staff housing for its employees.

That 5 Smith Street is listed for sale.

Carried 4/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

1. The Council retains its current level of staff housing for its employees.
2. That Council lists 5 Smith for sale.

Voting Requirements: Simple majority.

Resolution No 200416-10**Moved Cr Allan / Seconded Cr Martin**

1. The Council retains its current level of staff housing for its employees.
2. That Council lists 5 Smith Street for sale.
3. That Council appoint Cr Hinkley and Cr Easton to the Governance, Audit and Community Services Committee.

Carried 8/0

Governance and Community Services

10.2.08 – Property Seizure and Sale

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton Finance Manager
File Reference:	A6264/RV.RP.2301
Author:	Natalie Manton Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment:**Background:**

Rates and charges on Assessment 6264 of \$12,429.49 remain outstanding despite several attempts to recover the funds. The following table summarises the history on the rates assessment since 2012 and the correspondence with the ratepayer.

Date	Action	Amount outstanding
11.9.2012	Rates reminder	
17.10.2012	Final notice	\$ 6,404
21.12.2012	Paid \$3,265.53	
4.03.2014	Paid \$2,000	
24.08.2014	Rates raised \$6,863.38	
11.12.2014	Paid \$4,000	
6.1.2015	Final notice	\$ 8,313
7.5.2015	Referred to debt collection agency for outstanding 2014/15 rates	
8.6.2015	Bailiff received General Purpose Claim	
19.8.2015	Rates raised 2015/16 financial year	
5.10.2015	Final notice for outstanding 14/15 and 15/16 rates and charges	\$ 16,468
16.11.2015	Letter 7 days or legal action taken	
18.11.2015	Bailiff served General Purpose Claim	
3.12.2015	Letter giving notice of legal action	
24.02.2016	Letter to other interested parties advising legal action	\$ 17,307
3.03.2016	Partial payment \$5000	
14.04.2016	Current outstanding balance	\$ 12,429
3.03.2016	At court filed for Judgement	

A title search of the property in February 2016 revealed that the names of 8 family members are also on the land titles for several parcels of land on the assessment along with a caveat and an easement.

Contact from family members was received in response to letter to all parties in February 2016 denying any interest in the property.

An account balance of \$12,429.49 remains outstanding following the service of the General Purpose Claim by the Bailiff in November 2015. No Admission of Claim was lodged in response to the General Procedure Claim. Despite an amount of \$5000 being paid in March 2016 no arrangement has been made to repay the outstanding balance.

The debt collection process has proceeded to the next stage being the lodgement of a Judgement Application with the Magistrates Court. The judgement is required in order to move to a Property Seizure and Sale Order.

A Property Seizure and Sale Order authorises the bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially. The Property Seizure and Sale Order is effective for 12 months from the date of the order.

The following **personal property** cannot be seized or sold:

- Wearing apparel of the judgment debtor to the value of \$1,250.
- Wearing apparel of a dependant of the judgment debtor to the value of \$1,250.
- Family diaries, photographs and portraits.
- Medical and dental aids and equipment.
- Kitchen, dining furniture and implements up to a value of \$1,250.
- Bedroom furniture and bedding up to a value of \$500.
- Bedroom furniture and bedding of the judgment debtor's dependents up to a value of \$200.
- Laundry equipment up to a value of \$200.
- Electrical goods used for family entertainment to a value of \$300.
- Ordinary tools of trade, plant and equipment, professional instruments and reference books to the value of \$2,500, which are used by the judgment debtor to earn income by personal exertion.

A judgment debtor's saleable interest in any real estate property must not be sold unless the bailiff is satisfied that the sale of personal property will not be sufficient to satisfy the judgment. This does not prevent the Shire of Wickepin making an application to have both personal and real property being sold at the same time.

Comment:

All efforts to recover the debt to date from the ratepayer have not resulted in the full payment of the outstanding current rates and service charges or arrears. The next stage in the debt recovery process is for the Bailiff to attempt to seize and sell goods to the value of the debt a Property Seizure and Sale Order.

Further approval will be sought from Council if the Bailiff is unable to seize and sell goods to sufficient value to repay the outstanding debt in full. Additionally, approval will also be sought from Council to commence legal debt recovery proceedings against the family members identified on the land title for which the rates and charges remain outstanding.

New rates and charges of approximately \$7,000 will be added to the property assessment in August 2016.

Statutory Environment:

Local Government Act 1995 Section 6.56 – Rates or service charges recoverable in court:

1. If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
2. Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

Magistrates Court, Civil Jurisdiction.

Policy Implications:**3.0 GENERAL PURPOSE FUNDING****3.1. RATES****3.1.1 RATES RECOVERY AND INSTALMENT PAYMENTS**

OBJECTIVE: Assist Ratepayers who are experiencing financial difficulty in meeting their rate payments and alleviate the need to bring each individual application to Council's attention.

Council delegates authority to the CEO to provide Ratepayers experiencing financial difficulty the opportunity to make reasonable instalment payments to extinguish their rate debts.

The Ratepayer is to apply in writing to the CEO with an application to include their proposed instalment plan. The CEO will then respond in writing to the Ratepayer either accepting the proposed instalment plan or including a modified instalment plan.

Finance Officer must ensure that Ratepayers meet their commitments to approved instalment payments.

Financial Implications:

All costs associated with the debt recovery process are recoverable from the ratepayers as debt collection costs are a charge to the land.

Summary:

All efforts to recover the debt to date have not resulted in the full payment of the outstanding current rates and service charges or arrears. The next stage in the debt recovery process is for the Bailiff to attempt to seize and sell goods to the value of the debt a Property Seizure and Sale Order.

Recommendation:

That the Shire of Wickepin engage AMPAC Debt Recovery to proceed to the next stage in the debt recovery process for the owner of A6264 being a Property Seizure and Sale Order authorising the Bailiff to seize and sell goods to the value of the outstanding debt.

Voting Requirements: Simple majority

Resolution No 200416-11**Moved Cr Lang / Seconded Cr Martin**

That the Shire of Wickepin engage AMPAC Debt Recovery to proceed to the next stage in the debt recovery process for A6264 being a Property Seizure and Sale Order authorising the Bailiff to seize and sell goods to the value of the outstanding debt.

Carried 8/0

Townscape & Cultural Planning Committee

10.3.01 – Albert Facey Homestead Committee Meeting Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Albert Facey Homestead Committee
File Reference:	CR.MEE.206/CR.MEE.208
Author:	Lara Marchei, Acting Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 April 2016

Enclosure / Attachment: Nil

Background:

Albert Facey Homestead Committee Meeting held Monday 14 March 2016.

Comment:

The Albert Facey Homestead Committee Meeting was held on Monday 14 March 2016 and passed the following recommendation:

Moved Libby Heffernan / Seconded Margaret Fleay

That the Townscape Committee be requested to look at the replacement of the garden beds at the front of the Wickepin Community Resource Centre with a red and white colour theme.

Carried 6/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council resolve that the Townscape Committee be requested to look at the replacement of the garden beds at the front of the Wickepin Community Resource Centre with a red and white colour theme.

Voting Requirements: Simple majority.

Resolution No 200416-12

Moved Cr Lansdell / Seconded Cr Hinkley

That Council resolve that the Townscape Committee be requested to look at the replacement of the garden beds at the front of the Wickepin Community Resource Centre with a red and white colour theme.

Carried 8/0

11. President's Report

The Wheatbelt South Aged Housing Alliance met on March 31st, the majority of the discussion being centred around the Business Case which has now been forwarded to the Wheatbelt Development Commission for their perusal before final submission for funding.

CBH held their Grower Meeting at Wickepin on Tuesday April 12th to discuss their Network Strategy for the future, which includes expansion of the Wickepin Receiving Site and eventual closure of Tincurrin, Noman's Lake and Yealering sites over the next 10 years. This will have an impact on our road network. CBH representatives met with CEO and Council prior to their grower meeting to discuss this impact, and to disclose those roads which will most likely receive the majority impact from "paddock to port" grain cartages. Tier 3 rail is under arbitration, and an Arbitrator has now been appointed, but CBH are looking for a resolution to the access agreement within the next 2 years or less.

On Wednesday April 13th I attended the Wheatbelt South Regional Road Group meeting in Narrogin with the CEO where we discussed various matters including White Lining on Local Roads, Rail Interface Agreements (which are now handled by the National Rail Safety Act) and Wheatbelt Road Safety with representatives from Main Roads Department, WALGA and other neighbouring Shires.

There are opportunities for promotional funding for events held by community sporting bodies through road safety grants from WALGA Roadwise and RAC.

The Central Country Zone Executive Committee met in Cuballing on Friday April 15th to discuss the budgetary matters for the Zone for the 16/17 financial year.

At this change of seasons, I would like to take the opportunity to thank our local Volunteer Fire Control Officers and Brigades and our local Volunteer Ambulance Officers for the work they have done over the past season. They have been on hand at the drop of a hat to ensure that unforeseen events have been dealt with and safe outcomes have eventuated.

Thank you to all concerned.

Resolution No 200416-13

Moved Cr Martin / Seconded Cr Lansdell

That Council endorses the President's Report dated 20 April 2016.

Carried 8/0

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	13 April 2016

Wickepin Cricket Pitch

The installation of the new cricket pitch has been completed with the total cost being \$11,405.90 GST Inclusive or \$10,369.00 GST Exempt. This will mean the split up of the costs under the CSRFF grants will be

Wickepin Cricket Club	\$3,456.33
CSRFF Grants	\$3,456.33
Shire of Wickepin	\$3,456.34

TOTAL GST EX \$10,369

**Lake Yealering Bowling Club**

The contract with Evergreen Synthetic Grass has been signed and the anticipated start of construction for the new Synthetic Bowling Green at the Lake Yealering Bowling Club has been changed to the last week of April 2016.

Budget Formulation 2016/2017

It is that time of year again and the Chief Executive Officer has started compiling the 2016/2017 draft budget so if Councillors have any items they wish to be included in the 2016/2017 draft budget they need to forward them to the Chief Executive Officer for full costing.

Emergency Expenditure Authorised by the Shire President

The Shire President was requested by the Chief Executive Officer to authorise Emergency Expenditure for the purchase of new rubber mats to cover the new cricket pitch at the Wickepin Sports Ground as the old mats have deteriorated beyond a useful use.

The following email was sent to all councillors advising of the request being made to the Shire President and the Chief Executive Officer received 7 yes replies to authorise the Expenditure as an Emergency Payment of unbudgeted expenditure under the *Local Government Act 1995*.

Councillors with the change of the Wickepin Cricket Pitch and the state of the old Rubber mats at the Wickepin Oval it is necessary to purchase new rubber mats prior to the first home Football Game. Unfortunately the first home game will be the 23rd of April 2016 which is three days after the next Council Meeting on the 20th April 2016. The costs of new rubber mats from Slater Gartrell Sports are

Supply green rubber pitch cover 23mm thick.
28000mm x 3040mm
85.12²m
Price: \$8399.00

As this amount is unbudgeted and is quite a large amount under Section 6.8 of the Local Government Act 1995 the President may authorise this in advance if it is an emergency

Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- a. is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - b. is authorised in advance by resolution*; or*
 - c. is authorised in advance by the mayor or president in an emergency.*

*** Absolute majority required.**

- (2) *Where expenditure has been incurred by a local government —*
- a. pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
 - b. pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

I believe this to be an emergency otherwise we will need to ask the Wickepin Football Club to move their first home game.

The amount of \$8,400 can be moved from the Municipal Maintenance materials account for roads 5602 which currently has a budget of \$50,000 for materials and it is anticipated that we will only require about \$25,000 this year.

The Shire President authorised the expenditure for the new rubber mats to cover the new cricket wicket at the Wickepin Sports Ground at a cost of \$8,399 from Slater Gartrell Sports. The mats should be installed by the time of the Council Meeting.

2016 WA Local Government Convention & Trade Exhibition

The 2016 WA Local Government Convention & Trade Exhibition Starts Wednesday, August 03, 2016 and ends on: Friday, August 05, 2016 at the Perth Convention and Exhibition Centre. Planning for the convention is now well under way, with the registration brochure to be released between late April and early May.

Tincurrin School

The Chief Executive Officer attended an onsite meeting with Michael Nutini Coordinator, Strategic Asset Planning Department of Education regarding the required ongoing maintenance at the Tincurrin School until the school is sold.

It has been agreed that the Shire of Wickepin will maintain the school grounds at a cost recovery rate, the Tincurrin School grounds will require some level of work every fortnight.

Age Friendly Communities

The Shire of Wickepin invited interested persons to a public forum on the 22nd March at the Wickepin Community Centre to provide their thoughts about how the Shire could plan to make Wickepin more age-friendly. The consultation sessions was undertaken by VERSO with the Chief Executive Officer and included ways to improve such things as:

- Outdoor spaces and buildings
- Transport
- Housing
- Inclusion
- Social participation
- Communication
- Community participation and employment
- Community supports

There were around twenty members of the public at the workshop. Council will receive a copy of the outcomes of the public forum once it is received.

Meetings Attended

<u>March 2016</u>	
17 th	Attended DOAC meeting in Narrogin
22 nd	Meeting with Brian Sullivan – Verso regarding Age Friendly Community Consultation at the Wickepin Community Centre
22 nd	Age Friendly Community Consultation at the Wickepin Community Centre
24 th	Onsite Meeting with Michael Nutini Coordinator, Strategic Asset Planning, Department of Education regarding ongoing maintenance at Tincurrin School
31 st	Meeting of the Wheatbelt South Aged Housing Alliance at the Wickepin Community Centre
<u>April 2016</u>	
12 th	CBH Growers Meeting at Wickepin Community Centre
12 th	Cuballing and Wickepin combined LEMC Meeting at Shire of Cuballing
13 th	Wheatbelt South Regional Road Group at the Dryandra visitor centre Narrogin
19 th	Interim Audit

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	March 2016	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 11 April 2016.

Voting Requirements: Simple majority

Resolution No 200416-14

Moved Cr Martin / Seconded Cr Lansdell

That Council endorses the Chief Executive Officer's Report dated 11 April 2016.

Carried 8/0

13. Notice of Motions for the Following Meeting**14. Reports & Information****14.1 Cr Martin**

Cr Martin reported on a meeting he attended in Northam regarding the proposed sale of the Fremantle Port.

Cr Russell

Cr Russell reminded Councillors to complete the CEO performance appraisal as requested by John Phillips.

Finance Manager

Natalie Manton reported on the progress of the Wheatbelt South Aged Housing Alliance – Aged Housing Business Case. Cr Martin requested a copy of the draft report be forwarded to Councillors.

15. Urgent Business**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.19pm.