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MINUTES

1. **Declaration of Opening and Announcement of Visitors**
The Chairperson declared the meeting open at 1.06pm and welcomed everyone to the meeting.
2. **Record of Attendance / Apologies and Leave of Absence Previously Approved**

Cr Jim Quadrio President
Cr Chris Webb
Cr Norma Ward
Cr Stacey Petterson
Cr Caroline Thomas

Dean Taylor Acting Chief Executive Officer
Katrina Boylan Senior Administration Officer

Gill Marchant Member of the Public

Apologies
Cr Graham Harris Deputy President
3. **Response to Previous Public Question Taken on Notice**
Nil
4. **Public Question Time**
Nil
5. **Applications for Leave of Absence – Cr Harris**
 - 5.1 Cr Harris requested a leave of absence via email for the Ordinary Council Meeting on 20 April 2016, as he is undergoing medical treatment and unsure of his return.

Council Decision***Item 5.1***

That Cr Harris be granted leave of absence for the Ordinary Council Meeting to be held on 20 April 2016.

MOVED CR WARD**SECONDED CR WEBB****CARRIED 5/0****Resolution 012/16**

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

Nil

6.2. Financial Interest Local Government Act Section 5.60A

Nil

6.3. Proximity Interest Local Government Act Section 5.60B

Nil

7. Petitions and Deputations

Nil

8. Confirmation of Minutes of Previous Meeting

- 8.1.** The Minutes of the Meeting held on 26 February 2016 be accepted as a true record of the meeting.

Council Decision**Item 8.1****MOVED CR WEBB****SECONDED CR THOMAS**

The Minutes of the Meeting held on 26 February 2016 be accepted as a true record of the meeting.

CARRIED 5/0**Resolution 013/16****9. Announcement Presiding Member without Discussion**

Nil

10. Reports of Officers and Committees**10.1. Chief Executive Officer's Reports****10.1.1. Subject/Applicant: 2015 Compliance Audit Return**

File:

Reporting Officer: Dean Taylor – Acting Chief Executive Officer

Date of Report: 20 March 2016

Disclosure of Interest: Nil

Purpose

To consider and recommend to Council, adoption of the Compliance Audit Return (CAR) for the calendar year ending 31 December 2015.

Background

Each Local Government is to carry out a compliance audit in respect of each calendar year, against the requirements established by the Department of Local

Government Communities (DLGC) and the Council is required to formally adopt the CAR by an absolute majority.

It is a requirement of the Local Government (Audit) Regulations 1996 that the CAR be firstly reviewed by the Audit Committee, the Committee who then recommends its adoption to the full Council.

After adoption by Council, a certified copy of the CAR along with relevant section of the minutes and any additional information explaining all qualifying the compliance audit is to be submitted to the Director General of DLGC by 31 March in the following year.

Comment

As in previous years the CAR has been completed by senior staff.

During 2015 the Shire of Wiluna has not complied with all areas of legislation that was being reported against, and the details are provided below:

1) Delegation of Power / Duty

SEE ATTACHMENT FOR NON COMPLIANCE ITEMS.

The Delegation Register has not been updated since 2014, new procedures and training will be introduced to ensure that compliance is achieved in the future.

2) Disclosure of Interests

SEE ATTACHMENT FOR NON COMPLIANCE ITEMS

Training and documented procedures are required to be provided to staff and councillors to ensure that compliance is achieved in the future.

3) Tenders, Goods and Services

SEE ATTACHMENT FOR NON COMPLIANCE ITEMS

Training and documented procedures are required to be provided to staff to ensure that compliance is achieved in the future.

There are 14 questions from the 85 that are non-compliant. Work will be undertaken with some urgency to ensure that these areas are compliant and that best practice is achieved.

Consultation

Senior Staff

Statutory Environment

Local Government (Audit) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement ABSOLUTE MAJORITY

Officer Recommendation & Council Decision		Item 10.1.1.
MOVED CR WEBB	SECONDED CR WARD	
<p>That the Audit and Risk Committee recommend that the 2015 Compliance Audit Return be submitted to be adopted at the March Ordinary Council Meeting noting the items of non-compliance and the remedial action taken.</p>		
<u>CARRIED 5/0</u>	Resolution 014/16 by Absolute Majority	

10.1.2. Subject/Applicant:	ADVISORY GROUP – ADMINISTRATION & CIVIC CENTRE CONSTRUCTION
File:	Finance
Reporting Officer:	Dean Taylor, Contract Project Manager
Date of Report:	16/03/16
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider the need for a Steering Committee Advisory Group for the construction of the Administration & Civic Centre development.

Background

Council intends to construct a new Administration & Civic Centre. It is recommended that to assist the Project Manager in the progress of this project it may be advisable for council to appoint an advisory group.

A copy of the proposed advisory group Charter is attached for council consideration. (Appendix 10.1.2. ivory pages)

Comment

The Advisory Group will assist the Project Manager to deliver the project and to enable decisions to be discussed and to be resolved quickly without the need to involve the full council.

Consultation

Nil

Statutory Environment

Local Government Act 1995 (as amended)

Division 2 – the Advisory Committee would not be a formal committee of council as it does not have any delegated authority however the governance arrangement of a Division 2 committee can be adopted to ensure that the Advisory committee is managed in an appropriate manner.

Policy Implications

Nil

Financial Implications

The 2015/16 budget includes the provision for construction of a new Administration & Civic Centre for Wiluna

Strategic Implications

The development and construction of a new Administration and Civic Centre for Wiluna is necessary for the good governance of the Local Government and the welfare of staff.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation

MOVED CR**SECONDED CR****That Council**

- 1. Form the Wiluna Administration and Civic Centre Project Construction Advisory Group.**
- 2. Adopt the groups charter as attached**
- 3. Appoint the following to be members of the Advisory Group**
 - Shire President – Cr Jim Quadrio**
 - Deputy Shire President – Cr Graham Harris**
 - Consultant Project Manager/Acting Chief Executive Officer - Dean Taylor**
 - Deputy Chief Executive Officer – Vacant**
 - Manager Building and Construction (Site Manager) - Vacant**

Council Decision**Item 10.1.2.****MOVED CR PETTERSON****SECONDED CR WARD**

That Council

1. **Form the Wiluna Administration and Civic Centre Project Construction Advisory Group.**
2. **Adopt the groups charter as attached**
3. **Appoint the following to be members of the Advisory Group**
 - **Shire President – Cr Jim Quadrio**
 - **Deputy Shire President – Cr Graham Harris**
 - **Cr Webb**
 - **Cr Thomas**
 - **Consultant Project Manager/Acting Chief Executive Officer – Dean Taylor**
 - **Deputy Chief Executive Officer – Vacant**
 - **Manager Building and Construction (Site Manager) - Vacant**

CARRIED 5/0**Resolution 015/16***Reason for Change**Crs Webb and Thomas wished to be added.*

10.1.3. Subject/Applicant:	ADVISORY GROUP – WILUNA GUNBARREL HIGHWAY/ CANNING STOCK ROUTE INTERPRETIVE CENTRE CONSTRUCTION
File:	Finance
Reporting Officer:	Dean Taylor, Contract Project Manager
Date of Report:	16/03/16
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider the need for a Steering Committee Advisory Group for the construction of the Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre.

Background

Council intends to construct a new Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre. It is recommended that to assist the Project Manager in the progress of this project it may be advisable for council to appoint an advisory group.

A copy of the proposed advisory group Charter is attached for council consideration. (Appendix 10.1.3. grey pages)

Comment

The Advisory Group will assist the Project Manager to deliver the project and to enable decisions to be discussed and to be resolved quickly without the need to involve the full council.

Consultation

Nil

Statutory Environment

Local Government Act 1995 (as amended)

Division 2 – the Advisory Committee would not be a formal committee of council as it does not have any delegated authority however the governance arrangement of a Division 2 committee can be adopted to ensure that the Advisory committee is managed in an appropriate manner.

Policy Implications

Nil

Financial Implications

The 2015/16 budget includes the provision for construction of a new Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre for Wiluna

Strategic Implications

The development and construction of a new Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre for Wiluna is necessary for the good governance of the Local Government and the welfare of staff.

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation</i>

MOVED CR

SECONDED CR

That Council

- 1. Form the Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre Construction Advisory Group .**
- 2. Adopt the groups charter as attached**
- 3. Appoint the following to be members of the Advisory Group**
 - Shire President – Cr Jim Quadrio**
 - Deputy Shire President – Cr Graham Harris**
 - Consultant Project Manager/Acting Chief Executive Officer - Dean Taylor**
 - Deputy Chief Executive Officer – Vacant**
 - Manager Building and Construction (Site Manager) - Vacant**

Council Decision**Item 10.1.3.****MOVED CR PETTERSON****SECONDED CR WARD****That Council**

1. **Form the Wiluna Gunbarrel Highway/ Canning Stock Route Interpretive Centre Construction Advisory Group .**
2. **Adopt the groups charter as attached**
3. **Appoint the following to be members of the Advisory Group**
 - **Shire President – Cr Jim Quadrio**
 - **Deputy Shire President – Cr Graham Harris**
 - **Cr Webb**
 - **Cr Thomas**
 - **Consultant Project Manager/Acting Chief Executive Officer – Dean Taylor**
 - **Deputy Chief Executive Officer – Vacant**
 - **Manager Building and Construction (Site Manager) - Vacant**

CARRIED 5/0**Resolution 016/16***Reason for Change**Crs Webb and Thomas wished to be added.*

10.1.4. Subject/Applicant:	AERODROME EMERGENCY PLAN
File:	Finance
Reporting Officer:	Dean Taylor, Contract Project Manager
Date of Report:	20 March 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider the revised Emergency Management Plan for the Wiluna Airport.

Background

Council as part of the management of a commercial airport is required to review and endorse the Aerodrome Emergency Plan.

The plan was reviewed and endorsed by the Local Emergency Management Committee as a part of the recent Interagency Meeting.

Comment

The Aerodrome Emergency Management Plan is one of a series of plans required to be maintained by council as part of its emergency management preparedness.

Consultation

Local Emergency Management Committee, Shire of Wiluna Interagency meeting

Statutory Environment

Emergency Services Act 2005

Policy Implications

Nil

Financial Implications

The 2015/16 budget includes the provision for the management of the airport including all aspects of compliance

Strategic Implications

The Wiluna Airport is vital for the community of Wiluna

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

MOVED CR

SECONDED CR

That the Aerodrome Emergency Plan as reviewed March 2016 be endorsed for adoption and implementation

Council Decision

Item 10.1.4.

MOVED CR THOMAS

SECONDED CR WEBB

That Item 10.1.4. Aerodrome Emergency Plan be considered at the end of the meeting to enable Council to peruse the Plan.

CARRIED 5/0

Resolution 017/16

10.1.5. Subject/Applicant:	LEASE OF THE FORMER TAFE BUILDINGS
File:	Finance
Reporting Officer:	Dean Taylor, Contract Project Manager
Date of Report:	16 March 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider whether to lease the former TAFE complex in Wiluna

Background

In December 2015 Durack TAFE advised that they would be withdrawing a full-time presence in Wiluna. The State Government has announced a review of the delivery

and management of technical and further education in the State and particularly in regional areas.

In essence the review will implement a more centralised management and delivery model for WA. Durack TAFE have advised that whilst they will be withdrawing a full-time presence in Wiluna it is their intention to still have a training capability on an as-needed basis.

The Wiluna TAFE Centre is a purpose built facility located south of the Wiluna Remote School – the TAFE Centre is a stand-alone facility which is only a few years old. Durack TAFE initially offered the facility to the school who were quite keen to take over the facility, unfortunately the Department of Education hierarchy refused permission for the TAFE to be used by the school.

Durack TAFE have now approached the shire with an offer for council to lease the facility for a period of time at a “peppercorn rental” with the shire being responsible for the maintenance of the facility.

Comment

Council is in the process of building a New Administration Building and converting the existing “Old Hospital” into an Interpretive Centre focusing on the Gunbarrel Highway/ Canning Stock Route and the history of Wiluna.

To facilitate the building program the administration of the shire will need to relocate for a period of up to 2 years. Initial thoughts were to occupy a number of the Staff Houses whilst the building works are undertaken – this obviously results in 2-3 staff houses being unavailable for staff.

Following an inspection of the TAFE building by all staff, it is considered that the facilities will be adequate for council administration operations during the construction of the new administration centre. In addition with a few minor modifications a portion (approximately 1/3rd) of the workshop shed will be suitable for the Art Gallery.

The remainder of the workshop/shed will be retained by TAFE to allow training to continue as demand dictates.

One potential issue that needs consideration is that at present the TAFE building is used for some community meetings and as an occasional training room for the mines. If council occupies the facility these activities will need to be accommodated elsewhere. Luckily there are a number of options – the remaining 2/3rds of the TAFE Workshop/shed, the Recreation centre, the Old MEEDAC building and the new Arts/performance Centre on Wotton Street.

Durack TAFE is in the process of finalising their internal approvals for the lease and as such at this point only a letter of intent has been received about the lease. It is therefore recommended that the Chief Executive Officer be given the authority to negotiate the final details of the lease.

Consultation

Nil

Statutory Environment

Local Government Act 1995 (as amended)

Policy Implications

Nil

Financial Implications

The 2015/16 budget includes the provision for the construction of a new Administration and Civic Centre building and the development of a Gunbarrel Highway/Canning Stock Route Interpretive Centre.

Council will be required to maintain the building under the lease.

Strategic Implications

The development of an administration building and interpretive centre are vital to the future staff welfare and tourism in Wiluna

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 10.1.5.*****MOVED CR WARD****SECONDED CR WEBB****That council**

- 1. Advise Durack TAFE that it is willing to lease the TAFE facility on a shared usage basis for a period of 2-5 years.**
- 2. Authorise the Chief Executive Officer to negotiate the terms of the Lease.**

CARRIED 5/0**Resolution 018/16****10.2. Principal Environmental Health Officer and Building Surveyor Report**

Nil

10.3. Executive Manager of Corporate Services Reports

10.3.1. Subject/Applicant:	FINANCIAL REPORTS – FEBRUARY 2016
File:	Finance
Reporting Officer:	Glenn Deocampo – Executive Manager Corporate Services
Date of Report:	16 March 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to for Council to receive the Financial Reports and the list of Accounts paid by authority for the period ending 29 February 2016.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

Further, Section 6.10 of the Act 1995 also requires that the local government is to develop procedures for the authorisation of, and the payment of accounts to ensure that there is effective security for, and properly authorised use of money or other benefits maybe obtained; and also a list of accounts paid by the authority is to be prepared and presented to the council each month in accordance with the provisions of regulation 11 and 13.

Comment

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

The financial reports for the period ending 29 February 2016 are listed as Appendix 10.3.1. (green pages).

Consultation

Nil

Statutory Environment

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

Policy Implications

Nil directly

Financial Implications

Nil directly

Voting Requirement SIMPLE MAJORITY

Officer Recommendation & Council Decision**Item 10.3.1****MOVED CR WEBB****SECONDED CR THOMAS****That:**

- 1 The Financial Reports, including the Statement of Financial Activity, for the period ending 29 February 2016 be received.**
- 2 Council receives the list of accounts paid by authority for 29 February 2016, \$3,962,549.18 be received.**

CARRIED 5/0**Resolution 019/16**

10.3.2. Subject/Applicant:	FINANCIAL INVESTMENTS REPORT
File:	
Reporting Officer:	Glenn Deocampo – Executive Manager, Corporate Services
Date of Report:	4 March 2016
Disclosure of Interest:	Nil

Purpose

Information to Council regarding the current investments- February 2016.

Background

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

The current investments of both reserves and municipal funds are presented as Appendix 10.3.2. (blue page).

Comment

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

A total of \$4,216,462.82 fund was reinvested with NAB-Curve Securities in a fixed term, 91 days, due to mature on 29 April 2016 and the expected interest earnings at maturity is \$31,011.22. This fund includes the Asset Replacement reserve, \$2,872,463.60 and Municipal Funds/ Restricted Loan, \$1,343,999.29

Reserve Funds: The reserve funds comprised of the following:

Asset Replacement Reserve	\$2,872,463.60
Leave Reserve	\$ 72,367.19
Computer Reserve	\$ 60,432.19

Airport Reserve	\$ 381,485.60
Wiluna Tele centre	\$ 15,731.85

The Leave Reserve, Computer Reserve, Airport Reserve and Wiluna Tele centre reserve funds totalling to \$530,016.83, were invested in NAB, 90 days, due to mature on 10 May 2016. Whereas, the asset replacement reserve was reinvested in NAB, 91 days, maturing on 29 April 2016.

In February, a \$2,000,000 was transferred from Municipal Operating (Cheque) Account to Call Deposit Account. The call account balance as at 29 February 2016 is \$2,011,775.60.

All investments are done in compliance with the policy.

Consultation

Chief Executive Officer

Statutory Environment

Nil

Policy Implications

In compliance with Policy No. 2.20 - Financial Investments Policy

Financial Implications

Interest earned from investments is an income for the Council.

Strategic Implications

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

Voting Requirements SIMPLE MAJORITY

<i>Officer Recommendation & Council Decision</i>		<i>Item 10.3.2.</i>
MOVED CR WARD		SECONDED CR WEBB
That information in this report is received.		
<u>CARRIED 5/0</u>		Resolution 020/16

10.4. Executive Manager Technical Services Report

10.4.1. Subject/Applicant:	Tenders – Airport Lighting Upgrade
File:	
Reporting Officer:	Wayne Butler – Executive Manager Technical Services (Acting)
Date of Report:	23 rd March 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to inform Council as to the result of tenders called for an upgrading of lighting at Wiluna Airport and provides an overview of the assessment process undertaken for tenders received to undertake these works. The report makes recommendations to Council for awarding each of the tenders.

Background

On 14 June 2014 an Aerodrome Electrical Technical inspection was undertaken, by Aerodrome Management Services on behalf of the Shire, which uncovered a number of inconsistencies. The report detailed 29 inspection elements. Of these 29 inspection elements, 22 elements were found to be in compliance with relevant regulations and standards, 4 elements had recommendations for improvement and 3 elements were considered to be non-compliant and should be addressed.

The lighting section of the aerodrome manual was considered to be comprehensive and had the appropriate content required and some minor alterations were recommended with respect to runway edge lighting spacing, as the manual stated the incorrect spacing.

All lighting circuits tested were found to be in good working order, but unfortunately it appeared the light intensity of the runway edge lighting system was too low. The previous year it was reported that the circuit current was 5.78 Amps. Subsequently the circuit current was altered by changing to the maximum output of the Mains Isolation Transformer. However, the new circuit current of 6.14 Amps was still lower than the 6.6 Amps, as required by CASA Regulations, which is the industry minimum standard.

In addition, it was discovered that the runway lighting circuit had a low insulation resistance reading which had deteriorated since the previous electrical ATI, further underlining the need to upgrade the runway edge lighting circuit.

The report also recommended to rectify some of the light fitting mounting that is irregular, either too low, too high or mounted at an angle. Since there were insulation resistance and light intensity problems that couldn't be ignored, and the lights were in need of attention, it was further recommended that a budget allocation be provided to replace the runway lighting system with new lights, cable and transformer to address all the shortcomings simultaneously.

The report identified a need to provide clear access to the switch board, so it has been recommended to reconfigure the airport lighting control cupboard. It

also highlighted the requirement to install an additional illuminated wind direction indicator as this aerodrome has a published straight-in non-precision instrument approach which mandates the requirements for an additional wind indicator.

Subsequently, the Shire applied to RADS (Regional Airports Development Scheme) for grant funding to finance the necessary upgrade. Council was successful with the application, attracting 50% of the required amount from RADS and needing to provide the remaining 50% from Council's own budget.

Tender Process and Results

The tender was advertised on Saturday 20th February 2016 in the West Australian and closed 2pm WST, Friday 11th March 2016 with eleven (11) organisations having submitted tenders by the deadline.

Tender Assessment

Tenders were assessed by a panel consisting of the Shire's CEO (Acting) and Executive Manager Technical Services (Acting) and were assessed for compliance against the specifications based upon a qualitative assessment in conjunction with a price assessment.

Qualitative Assessment

Qualitative assessment was undertaken by review of the information provided by tenderers based on the following weighted criteria:

Criteria	Weighting
Relevant Experience/Key Personnel	20%
Safety and Health Management	30%
Total Qualitative Score Available	50%

Table 1: Qualitative Criteria

Price Assessment

The price for tenders are based on:

- Provision by contractors of a lump sump figure to undertake the prescribed works.

Tenders were assessed using a price range formulae with the following weightings:

Criteria	Weighting
Price	50%
Total Price Score Available	50%

Table 2: Price Criteria

There were no eligible applicants to be considered for 10% reduction (up to a total of \$50,000 per tender) for the purpose of price assessment under the Shires Regional Price Preference Policy.

Please note that although 'tendered price' is a weighted component of the qualitative tender, the recommendation will not simply apply to the lowest bid. One of the main objectives of the procurement process is to manage risk and achieve best value while maximising the likelihood of delivery of the scope in the timeframe required.

Attachment 10.4.1.(white page) outlines the final assessment results based upon the above qualitative criteria in conjunction with the tendered price for the project.

Consultation

Aerodrome Compliance and Civil

Statutory Environment

WA Local Government Act 1995, Section 3.57

WA Local Government (Functions and General) Regulations 1996 Part 4, Sections 11 to 24G

Civil Aviation Safety Regulations 1998 (**CASR**)

Civil Aviation Safety Authority (**CASA**) Manual of Standards (**MOS**), Part 139 – Aerodromes

Australian Standards AS/NZS 3000:2007

Policy Implications

The following Council Policies are applicable:

Council Policy 2.6 Purchase of Goods and Services;

Council Policy 2.7 Regional Price Preference; and

Council Policy OHS 001 - Occupational Health and Safety Policy.

Financial Implications

The successful tender is within Council's 2015/2016 budgetary consideration, for this project, and as such no extraneous financial implications exist.

Strategic Implications

The intent of the tender is to implement an upgrade of the airport lighting and associated infrastructure so as to comply with the current requirements of CASA and to maintain Council's current licence level. Completion of this project may also be advantageous in the case for further RADS grant funding for future development of the airport.

Voting Requirements SIMPLE MAJORITY

Officer Recommendation	Item 10.4.1.
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MOVED CR**SECONDED CR**

- A. That Council awards tender 2016-02 for: 'Lighting Upgrade – Wiluna Airport' to GBTK Projects in accordance with the submitted lump sum tender; and
- B. Authorises the Chief Executive Officer (Acting) to finalise and execute a contract to complete the works in accordance with the specifications and submitted lump sum

Council Decision	Item 10.4.1.
MOVED CR WEBB	SECONDED CR THOMAS
That Council accept GBTK Projects as the preferred Tenderer for Tender 2016-2 "Lighting Upgrade – Wiluna Airport" and authorises the Acting Chief Executive Officer to negotiate variations to the scope and specifications of the works and to finalise and complete contract to complete the works.	
<u>CARRIED 5/0</u>	Resolution 021/16

Reason for Change

Council felt that there could be a variance to the original Tender scope of works

10.1.4. Subject/Applicant:	AERODROME EMERGENCY PLAN
File:	Finance
Reporting Officer:	Dean Taylor, Contract Project Manager
Date of Report:	20/11/15
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to consider the revised Emergency Management Plan for the Wiluna Airport.

Background

Council as part of the management of a commercial airport is required to review and endorse the Aerodrome Emergency Plan.

The plan was reviewed and endorsed by the Local Emergency Management Committee as a part of the recent Interagency Meeting.

Comment

The Aerodrome Emergency Management Plan is one of a series of plans required to be maintained by council as part of its emergency management preparedness.

Consultation

Local Emergency Management Committee, Shire of Wiluna Interagency meeting

Statutory Environment

Emergency Services Act 2005

Policy Implications

Nil

Financial Implications

The 2015/16 budget includes the provision for the management of the airport including all aspects of compliance

Strategic Implications

The Wiluna Airport is vital for the community of Wiluna

Voting Requirements SIMPLE MAJORITY

Officer Recommendation & Council Decision

Item 10.1.4.

MOVED CR WEBB

SECONDED CR PETERSON

That the Aerodrome Emergency Plan as reviewed March 2016 be endorsed for adoption and implementation

CARRIED 5/0

Resolution 022/16

11. Elected Members Motion of Which Previous Notice Has Been Given
Nil
12. Urgent Business Approved by the Person Presiding or by Decision of Council

Officer Recommendation and Council Decision

MOVED CR WEBB

SECONDED CR WARD

That the following late item be accepted by the meeting for consideration

12.1. ADDENDUM TO OCM MINUTES 14/12/15

CARRIED 5/0

Resolution 023/16

12.1. Subject/Applicant:	ADDENDUM TO OCM MINUTES 14/12/15
File:	
Reporting Officer:	Dean Taylor – Acting Chief Executive Officer
Date of Report:	21 March 2016
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to correct an error in the recorded Minutes of Council dated 14 December 2015.

Background

At it's meeting on 14 December 2015, item 10.4.1. Tenders – Hire of Road Making Plant, was brought to Council. Two Councillors declared a financial interest (re-printed below) and were not present at the discussions and did not vote on the resolution.

Councillor/Officer	Item	Nature of Interest	Extent of Interest
<i>Cr Thomas</i>	<i>10.4.1.</i>	<i>Financial</i>	<i>Director in Goodwork Holdings, tenderer</i>

Councillor/Officer	Item	Nature of Interest	Extent of Interest
<i>Cr Ward</i>	<i>10.4.1.</i>	<i>Financial</i>	<i>Partner in business which may gain work through tender</i>

The times Crs. Thomas and Ward left and returned to the meeting was not recorded.

Comment

This error was picked up upon doing the Compliance Audit Return for 2015.

Consultation

Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements SIMPLE MAJORITY***Officer Recommendation & Council Decision******Item 12.1.*****MOVED CR WEBB****SECONDED CR PETTERSON****That Council add the addendum to the OCM Minutes of 14 December 2015 that Crs Thomas and Ward left the meeting at 3.55pm and returned at 4.05pm.****CARRIED 5/0****Resolution 024/16****13. Matters Behind Closed Doors**

Nil

14. There being no further business the Chairperson closed the meeting at 2.00pm.

These minutes were confirmed at the Ordinary Meeting of Council on the 20 April 2016

Signed _____

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

Date: _____