



**AGENDA**

**FOR THE**

**ORDINARY MEETING**  
**OF COUNCIL**

**TO BE HELD ON**

**TUESDAY, 25 FEBRUARY 2014**

**PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING**

Members of the public are cautioned against taking any action on Council decisions, on items in this Agenda in which they may have an interest, until such time as they have been advised in writing by Council staff.

# NOTICE OF MEETING

PLEASE BE ADVISED THAT THE  
  
ORDINARY MEETING OF COUNCIL

COMMENCING AT 4.00PM

WILL BE HELD ON

TUESDAY, 25 FEBRUARY 2014

IN THE OCEAN ROOM AT THE IRWIN REC  
RIDLEY STREET, PORT DENISON WA



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Darren Simmons  
Chief Executive Officer

21 February 2014

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## DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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**AGENDA FOR ORDINARY COUNCIL MEETING  
TO BE HELD IN THE OCEAN ROOM, IRWIN REC  
ON TUESDAY, 17 DECEMBER 2013  
COMMENCING AT 4.00PM**

<b>PRESENT:</b>	President	Cr S C Chandler
	Councillors	Cr I F West (Deputy President) Cr K J Hepworth Cr R J Porteus Cr M T Smith Cr B C Scott Cr D R Kennedy Cr M Leonard
	Staff	Mr D J Simmons - Chief Executive Officer Mr G M Peddie – Director Corporate and Community Ms S van Aswegen – Director Planning and Infrastructure Mr F A Neuweiler – Manager Community Safety Mrs C M Palmer – Manager Community Services Mrs H M Sternick – Manager Corporate Services Mr L G Smith – Manager Recreation Services Ms N Nelson – Manager Tourism and Library Services Mr A S Wootton – Manager Works Miss L E Tunbridge – Research and Projects Officer Ms E Greaves – Executive Assistant
<b>GUESTS:</b>		Nil
<b>APOLOGIES:</b>		Nil

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1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
  2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
  3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
  4. **PUBLIC QUESTION TIME**
  5. **APPLICATIONS FOR LEAVE OF ABSENCE**
  6. **PETITIONS**
  7. **CONFIRMATION OF MINUTES**
  - 7.1 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 17 DECEMBER 2013**
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A copy of the Minutes of the Ordinary Council Meeting held on 17 December 2013 has been provided to all Councillors under separate cover.

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**COUNCIL MOTION:**

**MOVED: Cr \_\_\_\_\_**

**SECONDED: Cr \_\_\_\_\_**

***That the Minutes of the Ordinary Council Meeting, held on 17 December 2013, be confirmed as a true and accurate recording of that meeting.***

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

## 9. REPORTS

### CORPORATE AND COMMUNITY

CC01 – 12/13

**Subject:** Accounts for Payment  
**Reporting Officer:** Manager Corporate Services  
**Date of Report:** 12 February 2014  
**File Reference:** Minute Book  
**Voting Requirements:** Simple Majority

#### Report Purpose:

To receive the list of accounts paid under delegated authority during December 2013 and January 2014.

#### Officer's Recommendation:

**That the Accounts paid during December 2013 and January 2014, represented by Trust EFT Number 15653 - 15656 & Cheques 3024 - 3026 totalling \$13,000 Municipal Cheque Numbers 30381-30438, EFT payment numbers 15454-15719 totalling \$985,180.23, Police Licensing Payment No's PL021213 – PL290114 totalling \$98,866.70 Credit Card Payment \$8,582.69 and Vehicle Lease Payment \$1707.02, be received.**

#### Background:

A list of accounts paid under delegated authority is attached showing all payments made during the months of December 2013 and January 2014.

#### Officer's Comment:

Nil

#### Financial Implications:

Nil

#### Statutory Implications:

13. Lists of accounts
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
    - (a) the payee's name;
    - (b) the amount of the payment;
    - (c) the date of the payment; and
    - (d) sufficient information to identify the transaction.
  - (3) A list prepared under sub-regulation (1) or (2) is to be —
    - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
    - (b) recorded in the minutes of that meeting.

#### Policy Implications:

Under Delegation C3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

#### Strategic Implications:

Strategic Community Plan – Outcome 4.2.1 *Ensure compliance whilst embracing innovation and best practice principles.*

**CORPORATE AND COMMUNITY**

**CC02 – 12/13**

**Subject:** Financial Statements for the Period ending 31/12/2013  
**Reporting Officer:** Manager Corporate Services  
**File Reference:** Minute Book  
**Date Prepared:** 18 February 2014  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To consider and receive the Monthly Financial Statements for the period 1 July 2013 to 31 December 2013.

**Officers Recommendation:**

**That the Monthly Financial Statement for the period 1 July 2013 to 31 December 2013 be received.**

**Background:**

The Monthly Financial Report to the 31 December 2013 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Major Variances
- Statement of Cash Flows
- Schedules 3 – 14 Budget vs Actuals Comparison
- Graphical Representation – Statement of Financial Activity
- Net Current Funding Position
- Cash and Investments
- Receivables
- Cash Backed Reserves
- Information on Borrowings
- Capital Disposals and Acquisitions
- Non Operating Grants and Contributions
- Trust Fund
- Budget Amendments
- Restricted Assets
- Port Denison Retirement Village Operating Statement

**Officers Comment:**

Nil.

**Financial Implications:**

Nil.

**Statutory Environment:**

The Local Government (Financial Management) Regulations provides as follows:

Section 34. Financial activity statement report

- (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), are 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.

**Policy Implications:**

Nil.

**Strategic Implications:**

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles  
SCP Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

**CORPORATE AND COMMUNITY**

**CC03 – 12/13**

**Subject:** Financial Statements for the Period ending 31/01/2014  
**Reporting Officer:** Manager Corporate Services  
**File Reference:** Minute Book  
**Date Prepared:** 18 February 2014  
**Voting Requirements:** Simple Majority

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**Report Purpose:**

To consider and receive the Monthly Financial Statements for the period 1 July 2013 to 31 January 2014.

**Officers Recommendation:**

**That the Monthly Financial Statement for the period 1 July 2013 to 31 January 2014 be received.**

**Background:**

The Monthly Financial Report to the 31 January 2014 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Major Variances
- Statement of Cash Flows
- Schedules 3 – 14 Budget vs Actuals Comparison
- Graphical Representation – Statement of Financial Activity
- Net Current Funding Position
- Cash and Investments
- Receivables
- Cash Backed Reserves
- Information on Borrowings
- Capital Disposals and Acquisitions
- Non Operating Grants and Contributions
- Trust Fund
- Budget Amendments
- Restricted Assets
- Port Denison Retirement Village Operating Statement

**Officers Comment:**

Nil.

**Financial Implications:**

Nil.

**Statutory Environment:**

The Local Government (Financial Management) Regulations provides as follows:

Section 34. Financial activity statement report

- (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), are 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.

**Policy Implications:**

Nil.

**Strategic Implications:**

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles  
SCP Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

**CORPORATE AND COMMUNITY**

**CC04 – 01/14**

**Subject:** WA Treasury Corporation's Master Lending Agreement  
**Reporting Officer:** Manager Corporate Services  
**File Reference:** FM.LO  
**Date Prepared:** 18 February 2014  
**Voting Requirements:** Absolute Majority

**Report Purpose:**

For Council to approve the Common Seal being affixed to the proposed Western Australian Treasury Corporation' Master Lending Agreement which will streamline the loan process for future loans and consolidate the Shire's existing lending under one agreement.

**Officers Recommendation:**

**That Council:**

- 1. Enter into a Master Lending Agreement with the Western Australian Treasury Corporation as per the document attached to this item.**
- 2. Approve the affixation of Common Seal of the Shire of Irwin to the Master Lending Agreement in the presence of the Shire President and Chief Executive Officer.**
- 3. Authorise the Chief Executive Officer to sign the schedule documents under the Master Lending Agreement and/or give instructions thereunder on behalf of the Shire of Irwin.**

**Background:**

The Western Australian Treasury Corporation (WATC) is implementing a Master Lending Agreement for Local Governments to accommodate recent changes to the Personal Property Security Act 2009 (PSSA) and to improve efficiency in the lending process to local governments.

As a Local Government is only permitted to provide security in the way of a charge over its general funds under the Local Government Act 1995 the WATC is required to register lending under the PPSA which is now referenced to the Shire's Master Lending Agreement.

The Master Lending Agreement has been reviewed by the State Solicitors Office and Department of Local Government and Communities.

**Officers Comment:**

The execution of the Master Lending Agreement does not impact any of the Shire's existing borrowing arrangements and the particulars of the existing facilities are included within the Schedules of the Agreement.

Future borrowings will also be established under this agreement which will streamline the borrowing process and will no longer require the affixation of the Common Seal to every loan agreement. Borrowing funds will still be subject to the existing requirements under the Local Government Act 1995 including the need to be declared in the annual budget or be subject to public notification.

**Financial Implications:**

Nil.

**Statutory Environment:**

**Local Government Act 1995**

6.21. Restrictions on borrowing

- (1) Where, under section 6.20(1), a regional local government borrows money, obtains credit or arranges for financial accommodation to be extended to the regional local government that money, credit or financial accommodation is to be secured only —
- (a) by the regional local government giving security over the financial contributions of the participants to the regional local government's funds as set out or provided for in the establishment agreement for the regional local government; or
  - (b) by the regional local government giving security over Government grants which were not given to the regional local government for a specific purpose; or
  - (c) by a participant giving security over its general funds to the extent agreed by the participant.

- (1a) Despite subsection (1)(a) and (c), security cannot be given over —

- (a) the financial contributions of a particular participant to the regional local government's funds; or
- (b) the general funds of a particular participant,

if the participant is not a party to the activity or transaction for which the money is to be borrowed by, the credit is to be obtained for, or the financial accommodation is to be extended to, the regional local government.

- (2) Where, under section 6.20(1), a local government borrows money, obtains credit or arranges for financial accommodation to be extended to the local government that money, credit or financial accommodation is only to be secured by giving security over the general funds of the local government.
- (3) The Treasurer or a person authorised in that behalf by the Treasurer may give a direction in writing to a local government with respect to the exercise of its power under section 6.20(1) either generally or in relation to a particular proposed borrowing and the local government is to give effect to any such direction.
- (4) In this section and in section 6.23 —
- general funds** means the revenue or income from —
- (a) general rates; and
  - (b) Government grants which were not given to the local government for a specific purpose; and
  - (c) such other sources as are prescribed.

*[Section 6.21 amended by No. 49 of 2004 s. 59.]*

**Policy Implications:**

Nil.

**Strategic Implications:**

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles  
SCP Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

**CORPORATE AND COMMUNITY**

**CC05 – 02/14**

**Subject:** Local Government Compliance Audit Return  
**Reporting Officer:** Director Corporate and Community  
**Date of Report:** 13 February 2014  
**File Reference:** FM.AD.1  
**Voting Requirements:** Simple Majority

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**Report Purpose:**

To consider acceptance of the 2013 Compliance Audit Return.

**Audit Committee Decision/Officer's Recommendation:**

**That the Compliance Audit Return for the 2013 calendar year, as presented, be accepted as the official return of Council and a certified copy of the return, along with the relevant section of the minutes be submitted to the Department of Local Government and Communities.**

**Background:**

The Local Government Act requires each local authority to carry out a compliance audit for the period 1 January 2013 to 31 December 2013 in regards to the sections of the Local Government Act and associated Regulations as specified in the Compliance Audit Return. The Compliance Audit Return is to be prepared and presented to the Audit Committee for its review and the results of the review are to be reported to the Council.

The Compliance Audit Return is then:

- a) presented at a meeting of the Council,
- b) adopted by the Council, and
- c) recorded in the minutes of the meeting at which it is adopted.

The Compliance Return was presented to the Audit Committee at its meeting held 11 February 2014 at which it was considered and discussed and recommended for adoption by the Council.

After the Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes is to be submitted to the Department by 31 March 2014.

**Officer's Comment:**

A copy of the completed return is provided indicating the officer responsible for completion of each section.

**Financial Implications:**

Nil

**Statutory Environment:**

*The Local Government Act provides at Section 7.13:*

7.13. Regulations as to audits

- (1) Regulations may make provision —
  - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - (i) of a financial nature or not; or
    - (ii) under this Act or another written law.

*The Local Government (Audit) Regulations provides at Regulation 14:*

14. Compliance audits by local governments
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
  - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
  - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
  - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
    - (a) presented to the council at a meeting of the council; and
    - (b) adopted by the council; and
    - (c) recorded in the minutes of the meeting at which it is adopted.
15. Compliance audit return, certified copy of etc. to be given to Executive Director
- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
    - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
    - (b) any additional information explaining or qualifying the compliance audit,is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
  - (2) In this regulation —

**certified** in relation to a compliance audit return means signed by —

    - (a) the mayor or president; and
    - (b) the CEO.

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.  
SCP Outcome 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

**CORPORATE AND COMMUNITY**

**CC06 – 02/14**

**Subject:** Shire of Irwin Community Assistance Scheme  
**Reporting Officer:** Manager Community Services  
**Date of Report:** 17 February 2014  
**File Reference:** CR.SP.2  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To consider the approval of funds through the Shire of Irwin Community Assistance Scheme 2013/2014 financial year for applications submitted in this first funding round.

**Officer's Recommendation:**

**That the following four Community Assistance Scheme applications be approved for funding for the 2013/2014 financial year.**

<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>GRANT</b>
Dongara Bowling and Recreation Club Inc	Corporate Bowls Series – Sponsorship	\$1,500.00
Dongara YouthCare Council	The Dongara-Denison Experience (A Showcase for Positive Living)	\$2,337.60
Double D Longboard Club Inc	DDLBC Surf Coaching and Mentoring Initiative	\$3,270.00
Dongara Community Resource Centre Inc	Community Easter Hunt	\$1,492.00
	<b>Total</b>	<b>\$8,599.60</b>

**Background:**

The Shire of Irwin Community Assistance Scheme is to provide assistance to not-for-profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Irwin.

The Program is aimed at assisting community based organisations to undertake projects which can be shown to support the Shire of Irwin's Vision Statement.

A Community Assistance Scheme Evaluation Committee was formed with the purpose of evaluating scheme applications lodged under the Shire of Irwin Community Assistance Scheme 2013/2014 round and to make recommendations to Council for their consideration and approval.

The Committee is made up of the following:

- Mr Geoff Peddie – Director Corporate and Community
- Ms Suzette van Aswegen – Director Planning and Infrastructure
- Mrs Coralie Palmer – Manager Community Services
- Mr Felix Neuweiler – Manager Community Safety
- Mr Laurie Smith – Manager Recreation Services

### *Selection Criteria*

Each application was assessed against the selection criteria outlined in the Community Assistance Scheme Application form. The Committee endeavoured to ensure access and equity in the Community Assistance Scheme program, and an even distribution throughout the Shire. Applicants had to meet the following:

- Demonstrate linkage to the Shire of Irwin Strategic Community Plan 2012-2022;
- The capacity of the applicant to successfully complete the project;
- Ability to achieve tangible outcomes for the benefit of the Shire of Irwin community;
- A balanced, realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation;
- Levels of volunteer participation and wider community participation;
- Effort for cooperative and partnership arrangements with others;
- Evidence of consultations with relevant others in and out of Shire of Irwin.

### *What Won't Be Funded*

Groups and Organisations are ineligible for funding if:

- Applications are not completed on the Community Assistance Scheme Application Form;
- Political organisations or events;
- Projects or facilities which have none or limited public access;
- Sporting Groups requesting grants for events held outside of the Shire of Irwin;
- Events/activities/programs that do not involve the Shire of Irwin community;
- An unincorporated group, political or for-profit group; or;
- Government agency;
- Sporting Groups/Clubs applying for funding towards uniforms be ineligible;
- Projects or activities which are considered to be hazardous;
- Purchase of land/buildings/facilities;
- General ongoing operational costs of organisations such as, wages, salaries, rent, utilities, etc;
- Support for an individual pursuit;
- Organisations who have failed to comply with the acquittal process or guidelines for previous grants.

### **Officer's Comment:**

This year, the Community Assistance Scheme was undersubscribed. Five applications were received with a total fund request of \$11,649.60. One application was considered ineligible for funding through the Shire of Irwin Community Assistance Scheme, being an application received from the Dongara Pottery Club, which was deemed ineligible as the request was not for a specific event but for operating expenses. There was also no budget or specific amount requested.

The Community Assistance Scheme Committee determined that four project applications met the scheme guidelines and that they were worthy of funding.

The total funding recommended by the Community Assistance Scheme Evaluation Committee for Council approval is \$8,599.60.

Not all applicants received the full amount requested as some items were deemed ineligible, for requests that included wages, and operational costs. The two applications affected were:

- Dongara YouthCare Council requested \$3,657.60 from the fund but Volunteer labour and in kind contributions were deemed ineligible;
- Double D Longboard Club requested \$5,000 but the committee excluded First Aid Training and audio visual equipment as it was deemed not essential to the running of their event.

**Financial Implications:**

Council has made provision in the budget for up to \$45,000 expenditure under the Community Assistance Scheme Program. If successful with the following applications the Community Assistance Scheme will be undersubscribed by \$36,400.40.

**Statutory Environment:**

Local Government (Functions and General Regulations) 1996

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 3.7.1 – Develop a Community Sponsorship and Funding Strategy

SCP Outcome 3.6.4 – Promote the Community Assistance Scheme

**CORPORATE AND COMMUNITY**

**CC07 – 02/14**

**Subject:** Shire of Irwin Heritage Advisory Committee  
**Reporting Officer:** Manager Community Services  
**Date of Report:** 18 February 2014  
**File Reference:** CR.AW.1  
**Voting Requirements:** Absolute Majority

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**Report Purpose:**

To consider a request to appoint new committee members for the Shire of Irwin Heritage Advisory Committee.

**Officer's Recommendation:**

**That Council appoints Jim Clarke – Community Member and Tanya Henkel – Midwest Heritage Adviser to the Shire of Irwin Heritage Advisory Committee.**

**Background:**

Council appointed Council and staff delegates to the Committee at a Special Meeting in November 2013. These additional members have been approved by decision of the Committee and are now presented for Council to appoint.

The primary role of the Heritage Advisory Committee is to provide the best possible advice to Council on how to conserve and promote heritage items in its area. This committee, through its associated stakeholders has a proven history and access to funding opportunities. Its responsibility includes natural, historic and cultural places.

The Shire of Irwin Heritage Advisory Committees role is to provide the following benefits:

- Monitor and assist with the review of the Shire of Irwin Municipal Inventory. Make recommendations on the nomination and deletions of places on that inventory.
- Provide comment on heritage issues referred to the Committee from Council.
- Raise community awareness of Heritage Conservation, this includes the calling for nominations and awarding the annual Shire of Irwin Heritage Award.
- Advise and monitor Heritage Policy.
- Undertake heritage projects as and when the need arises.

**Officer's Comment:**

The annual general meeting for the Heritage Advisory Committee was held on Thursday, 12 December 2013 with all positions declared vacant. The new committee is made up of all those in attendance. Advertising for new members will need to be conducted to try and encourage new members from the community.

With a number of historic buildings in the town sites, the Shire has a rich and valued built heritage blended with a number of equally attractive new buildings. The new Shire administration building is just one example of a blend of the old and new built environment.

The Shire of Irwin continues to liaise with the community to work towards its objective for the environment of respecting, and understanding the natural and built environment and conserving the districts rich built heritage.

The adoption of the new members to Shire of Irwin Heritage Advisory Committee will enable the Shire to continue to reconnect with heritage buildings and keep the community involved and educated on their significant value to the community.

**Financial Implications:**

Nil

**Statutory Environment:**

Local Government Act 1995 s5.10(1)

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 2.1.1 – Promote and maintain the Municipal Inventory of Heritage Places;

SCP Outcome 2.1.3 – Continue to support the Shire of Irwin Heritage Advisory Committee and its annual Heritage Awards Program;

SCP Outcome 2.1.5 – Recognise places of heritage value in the Tourism Development and Promotion Plan, including cultural and built heritage.

**CORPORATE AND COMMUNITY**

**CC08 – 02/14**

**Subject:** Aquatic Facilities Analysis Consultant Appointment  
**Reporting Officer:** Manager Recreation Services  
**Date of Report:** 17 February 2014  
**File Reference:** RC.PL  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To present to Council for consideration the four submissions received in response to the Shire of Irwin's Aquatic Facilities - Needs Analysis and Feasibility Study Consultant Brief.

**Officer's Recommendation:**

**That the submission received from A Balanced View Leisure Consultants for the sum of \$23,800.00 ex GST be accepted, as it meets the brief's requirements and is the most cost effective of the four submissions received.**

**Background:**

The community engagement process undertaken in the development of the Shire of Irwin Strategic Community Plan (SCP) 2012 – 2022 outlined the community's desire for Arts, Culture and Recreation to be recognised and supported. Strategy 3.1.4 of the adopted SCP, being to "Conduct a needs analysis and feasibility study for Aquatic Facilities" and 3.3.5 of "Investigate options for a hydro-therapy pool as part of a broader Aquatic Facilities Needs Analysis" are important strategies in achieving this outcome.

Some form of aquatic facility within the Shire of Irwin has been the subject of debate in the community for many years. Having been strongly identified in the SCP as a major recreation facility "high priority", it is important that the Aquatic Studies investigate all options in the potential delivery of a still water opportunity within the Shire of Irwin. An ocean pool and hydrotherapy pool will be investigated along with the more traditional pool, the indoor heated and outdoor option.

Traditionally the outcomes of a Needs Analysis will determine if a Feasibility Study is required. In this instance, given the history of the subject and the continued high interest indicated through the SCP community consultation and other forms of feedback since, the Shire of Irwin Aquatic Facilities – Needs Analysis/Feasibility Study Consultant Brief requests both studies be done regardless of the findings of the Needs Analysis.

**Officer's Comment:**

The advertising of the Shire of Irwin Recreation Needs Analysis consultants brief attracted 13 responses. These submissions were assessed over six criteria, with four proving to be very strong. Those four consultants were contacted directly and invited to put in a submission for the Shire of Irwin Aquatic Facilities studies with all four responding within the closing date and time. The submissions were received from-

SGL Consulting Group	\$26,940.00 ex GST
Jill Powell and Associates	\$35,000.00 ex GST
Davis Langdon	\$29,000.00 ex GST
A Balanced View	\$23,800.00 ex GST

**Financial Implications:**

The recommended consultant's submission was within the budgeted amount in the 2013/2014 Budget.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

The Aquatic Studies findings along with those of our Recreation Needs Analysis will form the basis of our long term Recreation Plan which will guide Council's future long term decision making for Recreation Facilities and Services.

**Strategic Implications:**

SCP Outcome 3.1.4 Conduct a Needs Analysis and Feasibility Study for Aquatic Facilities

SCP Outcome 3.3.5 Investigate options for a hydro-therapy pool as part of a broader Aquatic Facilities Needs Analysis.

**CORPORATE AND COMMUNITY**

**CC09 – 02/14**

**Subject:** Recreation Needs Analysis  
**Reporting Officer:** Manager Recreation Services  
**Date of Report:** 17 February 2014  
**File Reference:** RC.PL  
**Voting Requirements:** Simple Majority

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**Report Purpose:**

To present to Council the Shire of Irwin Recreation Needs Analysis Draft Report for comment and consent for advertising.

**Officer's Recommendation:**

**That Council consent to the Draft Recreation Needs Analysis Report as prepared by A Balanced View Leisure Consultants being advertised for a period of 35 days for public comment, and thereafter consider any submissions and the final adoption of the amended document.**

**Background:**

The community engagement process undertaken in the development of the Shire of Irwin Strategic Community Plan (SCP) 2012 – 2022 outlined the community's desire for Arts, Culture and Recreation to be recognised and supported. Strategy 3.6.6 of the adopted SCP, being to "Undertake a Recreation Needs Analysis" is important in achieving this outcome.

Advertising of the Shire of Irwin Recreation Needs Analysis Consultants Brief resulted in 13 submissions being received, and, of these, A Balanced View Leisure Consultancy Services (ABV) received the highest evaluation score and were appointed.

The brief included a facilities audit and an extensive community consultation process. The process consisted of one-on-one interviews with sporting clubs as well as our less active recreation clubs and groups, opportunities for community members through contact sessions and also an online survey.

Following the community engagement period, and using the information gathered from the consultation and from other documents and research that was undertaken, A Balanced View Leisure Consultancy Services prepared the Shire of Irwin Draft Recreation Needs Analysis Report, which was presented to Council at their Council Forum on 11 February.

**Officer's Comment:**

Outcome 3.1 of the SCP aims to achieve "High quality and well maintained community infrastructure" and Strategy 3.1.4 is to "Conduct a needs analysis and feasibility study for Aquatic Facilities." This will be done parallel to our recreation needs analysis and will also incorporate strategy 3.3.5 of the SCP, being to "Investigate options for a hydro-therapy pool as part of a broader Aquatic Facilities Needs Analysis."

Information gathered through these studies will form the basis for the Shire of Irwin's Recreation Plan as required by SCP Action 3.6.1.1 to "Develop a long term plan for the future of the Shire of Irwin recreation facilities and services."

**Financial Implications:**

Nil

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

The Recreation Needs Analysis findings will assist in creating the foundations of our long term Recreation Plan which will guide Council's future long term decision making for Recreation Facilities and Services.

**Strategic Implications:**

SCP Outcome 3.6.6 - Undertake Recreation Needs Analysis.

**CORPORATE AND COMMUNITY**

**CC10 – 02/14**

**Subject:** Tourism Development Plan  
**Reporting Officer:** Manager Library and Tourism Services  
**Date of Report:** 25 February 2014  
**File Reference:** CS.SP.27  
**Voting Requirements:** Simple Majority

To consider the adoption of the Tourism Development Plan (TDP) 2013 – 2018.

**Officer's Recommendation:**

**That Council adopt the Tourism Development Plan attached to the agenda with the following amendments:**

- **Add an additional item 4.9 Extend the free 24 hour overnight camping to Yacht owners mooring at the recreation jetty.**
- **Amend 5.1 from 'Develop a Local Planning Strategy' to 'Use this Tourism Development Plan to inform the Shire's Local Planning Strategy'.**

**Background:**

As a key component of its integrated planning and reporting framework, and in partnership with its Community, the Shire of Irwin has completed its first Strategic Community Plan that establishes local strategic priorities from 2012 to 2022.

An example of such a priority is the Plan's first objective being "A prosperous, diverse and thriving economy". One outcome from this objective is 1.3 "Increased and diverse tourism opportunities".

To assist in achieving this objective, the Shire of Irwin has developed several strategies which include 1.3.1 'develop and implement a Tourism Development and Promotion Strategy', 1.3.2 'partner and work with local businesses, state government agencies and other regional tourism organisations' and 1.3.3 to 'continue to fund, manage and grow the Visitors Centre'.

The development of a Strategic Tourism Plan will enable Council to take an integrated and co-ordinated approach allowing for a long term focus of forward planning and provide an opportunity to develop strong partnerships and a shared vision between Council and local tourism stakeholders guiding growth in tourism in the Shire of Irwin over the next five to ten years.

As part of the TDP process, a workshop with Councillors and Shire Management and a separate meeting with tourism stakeholders within the Shire of Irwin were conducted by the consultants appointed to prepare the plan, Kirkgate Consulting. The outcomes from these workshops were used to develop the Draft TDP. This Draft TDP was then advertised for public comment from November through to 31 January 2014.

**Officer's Comment:**

The Shire received nine written public comments regarding the TDP with the majority being the support of the dump point and free overnight camping. The workshop comments were very positive with the strategies and really wanted the actions to be dealt with quickly. The signage being one of the most pressing points. Another great suggestion at the public workshop was to extending the free overnight camping to Yacht owners mooring at the recreation jetty.

With the input received from the community, shown as a separate attachment to the agenda, and tourism stakeholders during the creation of the TDP, it is felt that the Action Plan within the TDP identifies the outcomes to increase tourism opportunities within the Shire of Irwin.

**Financial Implications:**

The adoption of the TDP contains projects that are funded in the 2013/14 budget as well as planned projects that are incorporated in the Corporate Business Plan and Long Term Financial

Plan. The TDP also contains recommendations for new projects that are presently unfunded and will require additional funding to be obtained for their implementation.

**Statutory Environment:**

Nil

**Policy Implications:**

An adopted TDP will guide Council's future decision-making around tourism products and services and assist in sourcing external funding for the proposed projects.

**Strategic Implications:**

SCP Outcome 1.3.1 Develop and implement a Tourism Development Plan

SCP Outcome 1.3.2 Partner and work with local businesses, state government agency and other regional tourism organisations

SCP Outcome 1.3.3 Continue to fund, manage and grow the Visitor Centre.

**PLANNING AND INFRASTRUCTURE**

**PI01 – 02/14**

**Subject:** Supply Prime Mover  
**Reporting Officer:** Manager Works  
**Date of Report:** 17 February 2014  
**File Reference:** PL.TE.7  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To consider awarding quotations for the supply of one Prime Mover Truck with a 10cm<sup>3</sup> quick release tipping body.

**Officer's Recommendation:**

**That the quote submitted by Truck Centre for a UD Nissan Prime Mover with all options, supplied by Dongara Body Builders for the sum of \$226,520 be accepted, as it will meet Council's requirements going forward into the future.**

**Background:**

Quotes were called on 11 November 2013 and closed on 25 November 2013 for the outright purchase of a prime mover truck utilising the E Quotes panel. Following a review of the quotations received it was proven too difficult to clearly compare each submission due to the inconsistent formatting of those quotations. To resolve this, additional information was sought and a new quotation form was provided to the quoting companies on 7 January 2014, requesting them to complete and return the form so officers could compare and assess each submission.

As part of the purchase, options were requested for the supply of a 10cm<sup>3</sup> tipping body with quick release, manual wind up tarp, bull bar if required, air suspension and extra space cab. It was determined that the air suspension and extra space cab were not required and have therefore not been added to the final cost.

Not all of the original quoting companies resubmitted a quote. Eleven quotes were re-submitted from the five suppliers, as listed below.

The second quote from WA Hino only included a 10cm<sup>3</sup> body as an option and didn't include hydraulic lift, quick release clamps and leg kit, therefore the final price on these options was obtained from their initial quotation to give a combined overall price.

**Officer's Comment:**

The following companies have submitted quotes for the supply of the prime mover:

Company	Vehicle	Price	Options	Total
Westrac Equip	CT610B day cab	216,500	48,713	265,213
Westrac Equip	CT610D ext cab	229,780	48,713	278,493
Truck Centre	UD GW470	179,590	46,930	226,520
Truck Centre	Volvo FM 11	204,990	44,200	249,190
CJD Equip.	DAF FTTCF 85	192,290	45,060	237,350
WA Hino	Hino FSIELLG	148,570	49,420	197,990
Purcher International	Fuso FV4SJR5VFAA	188,000	55,070	243,070
Purcher International	Iveco AND 6400 RR	179,200	55,070	234,270
Purcher International	Iveco AND 6400 EU	185,100	55,070	240,170
Purcher International	Iveco ADN 7200 RR	204,800	55,070	259,870
Purcher International	Iveco ADN 6800 EU	194,500	55,070	249,570

Council normally trade its truck fleet at 6 years and/or 300,000 kilometres. The trade vehicle in this instance is 7 years old and has travelled less than 300,000 kilometres.

The UD Nissan was not the operators first preference however it was his second preferred choice.

Although the replacement value between the lowest and highest priced vehicles will become closer the longer the vehicle is kept, the change-over after the interim 6 year mark is sufficient enough to recommend the cheaper vehicle.

**Financial Implications:**

2013/2014 Budget: Plant Replacement - \$220,000 allocation with the trade being worth approximately \$50,000 leaving a total budget figure of \$270,000 for the prime mover and options.

**Statutory Environment:**

**Local Government Act 1995**

*3.57. Tenders for providing goods or services*

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.*

**Local Government (Administration) Regulations 1996**

*11. When tenders have to be publicly invited*

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.*
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —*
  - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;*

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 4.2.2 – Implement the Integrated Planning Framework, including the Long Term Financial Plan, Workforce Plan, Asset Management Plan, Corporate Business Plan and Annual Budget.

**PLANNING AND INFRASTRUCTURE**

**PI02 – 02/14**

**Subject:** Supply and Laying of Micro-surfacing  
**Reporting Officer:** Manager Works  
**Date of Report:** 12 February 2014  
**File Reference:** RD.MA.3  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To consider awarding quotes for the “Supply and laying of Micro-surfacing” products to town streets as to E-Quotes 2013/14.

**Officer’s Recommendation:**

**That the quotation for \$13.63m2 submitted by Downer EDI be accepted to carry out the supply and lay of micro-surfacing products for town streets, as it both meets Council’s requirements and is the only quote that Council have received during the advertising period.**

**Background:**

Quotations were sought through E-Quotes on 8 January 2014 for the provision of micro-surfacing of town streets.

For a number of years the Shire has used slurry seal (micro-surfacing) for a better looking finish and a dulling effect on road traffic noise in residential areas.

**Officer’s Comment:**

Only one company has supplied a quotation for the micro-surfacing works, that being Downer EDI. The company has supplied slurry seal to Council in the past without having too many concerns about their workmanship.

The budget has allowed for a pricing of \$11.00m<sup>2</sup>, which is based on 12mm nominal overlay, however, the quotation received was for a 15mm nominal thickness which would exclude the use of an unknown cost of corrector.

The desired finished thickness would be 12mm and it is therefore recommended that the 15mm quoted be negotiated down on those roads where correction will not be required.

<b>Description</b>	<b>Unit</b>	<b>Rate per unit</b>
Micro-surfacing (7mm) based on 15mm nominal overlay	M2	\$13.63
Micro-surfacing (7mm) correction works if required	M3	\$908.00

**Financial Implications:**

2013/2014 Budget

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 2.6 - Physical assets are maintained efficiently and effectively

**PLANNING AND INFRASTRUCTURE**

**PI03 – 02/14**

**Subject:** Regional Waste Management Contract  
**Reporting Officer:** Manager Community Safety  
**Date of Report:** 18 February 2014  
**File Reference:** WM.CO.1  
**Voting Requirements:** Simple Majority

**Report Purpose:**

To seek Council's endorsement of a regional waste management contract and to support obtaining eQuotes for a short term contract to bridge the time until the regional contract takes effect.

**Officers Recommendation:**

**That Council;**

- A) consent to participating in a regional waste management contract.**
- B) agrees to renegotiate the current agreement with Talis Consulting for the provision of waste management tender and contract documents.**
- C) consent to obtaining eQuotes from WALGA's Preferred Suppliers for a short term 15 – 16 months waste contract.**

**Background:**

The current waste management contract with Veolia has expired and the Shire of Irwin needs to renegotiate a new contract. The current waste management contract consists of two parts; the collection and transport of waste to Geraldton; and the management of the Dongara transfer station.

At the Council meeting held on the 28 October 2013 Council resolved to award Talis Consulting Pty Ltd a contract to prepare the relevant waste management tender/contract documentation.

On the 26 November 2013 a regional local government meeting was held in Geraldton where improved waste management collaboration amongst Midwest Councils was discussed. The meeting was attended by representatives from the Shires of Northampton, Chapman Valley, Irwin, the City of Greater Geraldton and Talis Consulting. At this meeting it was resolved to explore the possibility of providing a regional recycling service and a regional waste contract.

**Officer's Comment:**

As the current contract has expired eQuotes for a new contract need to be invited. Council has two options:

1. to set up an independent 5 year waste contract; or
2. to participate in a regional arrangement.

There are advantages for Council to participate in a regional tender in as far as it would generate a wider interest amongst waste contractors, it may lead to a favourable financial outcome, it will enhance regional cooperation and it may result in an improved service.

The City of Greater Geraldton's contract is the last to expire in May 2015. As this is the largest contract it will attract more interest and is central to a regional approach.

If Council supports a regional contract the Shire of Irwin would need to review the current agreement with Talis Consulting and seek quotes for a short term contract through WALGA's 'eQuotes'. Ideally the short term contract would expire at the end of June 2015, to allow for an easier transition to the regional arrangement at the end of that financial year.

It is recommended to approve participation in a regional contractual arrangement and to obtain eQuotes for a short-term waste management contract until the other local governments are ready to join in.

**Financial Implications:**

If Council accepts a regional waste management contract the Shire of Irwin would save costs by sharing the cost of the preparation of the regional waste management documents with the other participating local governments.

**Statutory Environment:**

Environmental Protection Act 1986

Local Government Act 1995, Section 3.57 and Local Government (Functions and General) Regulations 1996.

*Preferred Supply Panels* are specified groupings of suppliers that have been pre-qualified and appointed by WALGA following a rigorous public procurement process that is fully compliant with legal and best practice purchasing requirements to supply a category of goods or services to Local Governments. Preferred Supply Panels are established using the principles of aggregated or group purchasing to ensure superior value for money to Members.

Under the Local Government (Functions and General) Regulations 1996, a tender exemption applies to WALGA's Preferred Supply Panels. This means that Local Governments can purchase any value of goods or services from a Preferred Supplier without going to tender. The current waste contractor, Veolia is listed amongst the Preferred Supply Panels.

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 2.3 Conserve and protect our natural and built environment through land-use management, planning and development strategies.

**OFFICE OF THE CEO**

**CEO 01 – 02/14**

**Subject:** Amendments to Council Meeting Dates 2014  
**Reporting Officer:** Executive Assistant  
**Date of Report:** 17 February 2014  
**File Reference:** GV.CM.1  
**Voting Requirements:** Simple Majority

**Report Purpose:**

For Council to consider amending the advertised Meeting dates for 2014. The amended dates include changing the April Ordinary Council Meeting date and the Council Meeting and Forum dates for May and June 2014.

**Officer’s Recommendation:**

**That Council approve the amended dates for the 2014 Forum and Ordinary Meetings to be held in the Ocean Room, Irwin Recreation Centre, Ridley Street, Port Denison commencing at 4:00pm as outlined in the schedule below;**

<b>MONTH</b>	<b>COUNCIL FORUM</b>	<b>COUNCIL ORDINARY MEETING</b>
January	N/A	N/A
February	11	25
March	11	25
April	8	<b>29</b>
May	<b>13</b>	<b>27</b>
June	<b>10</b>	<b>24</b>
July	8	22
August	12	26
September	9	23
October	14	28
November	11	25
December	N/A	16

**Background:**

At its meeting held on 22 October 2013, Council resolved:

**OFFICERS RECOMMENDATION AND COUNCIL DECISION 121013:**

**MOVED: Cr Leonard**

**SECONDED: Cr Kennedy**

**That Council hold its 2014 Forum and Ordinary Meetings in the Ocean Room, Irwin Rec Centre, Ridley Street, Port Denison commencing at 4:00pm in accordance with the following schedule;**

<b>MONTH</b>	<b>COUNCIL FORUM</b>	<b>COUNCIL ORDINARY MEETING</b>
<i>January</i>	<i>N/A</i>	<i>N/A</i>
<i>February</i>	<i>11</i>	<i>25</i>
<i>March</i>	<i>11</i>	<i>25</i>
<i>April</i>	<i>8</i>	<i>22</i>
<i>May</i>	<i>14</i>	<i>28</i>
<i>June</i>	<i>13</i>	<i>27</i>
<i>July</i>	<i>8</i>	<i>22</i>
<i>August</i>	<i>12</i>	<i>26</i>
<i>September</i>	<i>9</i>	<i>23</i>
<i>October</i>	<i>14</i>	<i>28</i>

November	11	25
December	N/A	16

**VOTING DETAILS:**

**CARRIED 8/0**

The April 2014 Council Meeting is currently scheduled for Tuesday, 22 April which is preceded by the Easter long weekend (18-21 April 2014) and is followed by the Anzac Day public holiday on Friday, 25 April 2014.

The dates provided for May 2014 fall on a Wednesday and June 2014 on a Friday therefore this oversight should be remedied to reflect the Tuesday scheduling as intended by Council.

**Officer's Comment:**

There are five Tuesdays in April this year therefore these changes will have little impact on our monthly scheduling but will allow staff and Councillors to be better prepared and available for that meeting.

As stated in the Local Government (Administration) Regulations 1996 12.(2) we are required to give public notice of any changes to the date, time or place of a meeting. For clarity and to act as a reminder, the full meeting schedule will be readvertised to reflect any amendments Council approve.

**Financial Implications:**

Nil

**Statutory Environment:**

As per the Local Government (Administration) Regulations 1996, Council are required to set the meeting dates for next 12 months and make them available to the local public.

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
  - (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*

*are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

**10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at

\_\_\_\_\_.