



MINUTES
FOR THE
ORDINARY MEETING
OF COUNCIL
HELD ON
TUESDAY, 24 NOVEMBER 2015

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

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

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I certify that this copy of the Minutes is a true and correct record of the meeting held on
24 November 2015

Signed:
Presiding Elected Member

Date:.....



**MINUTES OF THE ORDINARY COUNCIL MEETING
HELD IN THE FUNCTION ROOM, IRWIN REC ON
TUESDAY, 24 NOVEMBER 2015
COMMENCING AT 4.00PM**

PRESENT:	President	Cr I F West
	Councillors	Cr M T Smith (Deputy President) Cr S F Gumley Cr M G Meares Cr B C Scott Cr B R Thompson
	Staff	Mr D J Simmons - Chief Executive Officer Mr G M Peddie – Director Corporate and Community Ms S van Aswegen – Director Planning and Infrastructure Ms E Greaves – Coordinator Executive Services
	Apologies	Cr D R Kennedy Cr M Leonard
	Gallery	Mrs Nicola Burr, Mr Chadwick Barron, Mr John Rossiter and Mr Hedle Hackland

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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**
Nil.
 - 4. PUBLIC QUESTION TIME**

Mrs Nicola Burr provided a series of questions to the Shire President prior to the meeting and a summary of those questions and the response given by the Shire President at the meeting is summarised below;

1. May I please be advised on a date on when the swing sets will be back down at both the foreshore playgrounds?

The swing set closest to the Obelisk has been removed for repairs and is intended to be returned once the work has been completed. The Building Maintenance Officer has been on

leave hence the delay in this work being carried out.

The Shire President was unaware of the swing seat removal at the shelter shed playground and advised that he would investigate and provide a response on notice.

2. What happened to "The Friendship Seat" that was located just next to the playground?

As part of the redevelopment of the Obelisk Precinct, a number of furnishings have been ordered for the area. The friendship seat has been removed and local residents have offered to donate a replacement for the area.

3. With regard to the BMX Track, why has there been very limited maintenance and upkeep throughout the years?

The Youth Advisory Committee (YAC) of about 11 years ago requested the installation of the BMX track and assisted in the development of the area on the provision that they would be responsible for the ongoing maintenance. Over time the Committee members and parents originally involved have left and use has diminished.

An Officer's Report has been prepared for this Agenda, proposing the development of a Working Group to consider future planning for the precinct south of the Irwin Rec which will include the BMX track. It is intended that this Working Group will consult further with residents and users.

4. In reference to the Recreation Analysis Needs Draft Report, who is responsible person that worked with A Balanced View on this draft? How much did this analysis cost?

A Balanced View consultants were employed to undertake an independent review of community recreation needs, in liaison with a number of staff, for approximately \$30,000. Consultants were chosen as an unbiased party, to liaise with the local community, allowing internal staff to focus on other projects and operations.

5. Can somebody please explain to me improved passive surveillance? For Drunks? Rock Throwers? Or for the kids and adults who thoroughly love riding the BMX Track?

Improved surveillance is recommended as a result of feedback received through the development of the Recreation Needs Analysis, which is a potential response to reported ongoing anti-social behaviour in the area. As the BMX track and skate park is in a relatively quiet, low visibility area the risks of such activity are increased therefore to address safety concerns for users and nearby residents the recommendation has been suggested.

It should be noted that the recommendations provided by the consultants are only recommendations to assist Council in decision-making for the area. It is at Council's discretion to take up any of the recommendations.

6. In regards to the Dongara Playgroup, why has there not been an Adult toilet fitted as requested in 2014?

The Shire is aware of correspondence from the Dongara Playgroup in April 2015 that outlines a number of maintenance requests, most of which have been addressed or are on the Shire's work request list. This includes fitting an adult toilet.

7. Does the Shire of Irwin have an Asset Management Plan for Shire buildings, including the facility provided for use by the Dongara Playgroup?

Yes the Shire has an Asset Management Plan (which is available on the Shire's website) and

is working on undertaking property condition ratings to assist Council in making future decisions about maintenance, replacement and new infrastructure. The project will include property inspections but will also extend to roads and all other Shire infrastructure.

8. Can you please advise on a date of completion for the proposed playground, as identified in the Public Open Space strategy on the corner of Pickering Drive/Flanagan Way?

The playground has not been budgeted in this financial year and will be considered during future budget considerations.

9. I believe a feasibility study was conducted for a potential pedestrian crossing over the Irwin River? And the partial funding was granted? Can you please update me?

The footbridge proposal was researched and an amateur design prepared for a grant application however this was not pursued at the time as it was determined that the project was cost prohibitive, with the grant funding nowhere near sufficient to complete the project.

10. Where do I obtain information on the quality of our drinking water? Can you please supply details of the quality of our drinking water?

The monitoring of drinking water is the responsibility of the Water Corporation, who undertake regular water testing. The results of the tests are available from the Water Corporation's website <http://www.watercorporation.com.au/about-us/our-performance/drinking-water-quality>. The Department of Health is responsible for regulating our drinking water quality.

11. I have not seen any information regarding the fluoridation of our water, which is scheduled to take place in 2016. Can you please advise why no awareness has been made to the local community?

The Department of Health is responsible for the fluoridation of the water supply and therefore consultation with the community. It is understood that the Department of Health issued a press release announcing the fluoridation of our water supply earlier in the year.

In response to community concerns, a letter has been sent to the Minister for Health, Dr Kim Hames MLA, requesting community information sessions be held in the Shire of Irwin.

12. Does the Department of Mines not have to comply to Bushfire Regulations?

Yes, mining activities are required to comply with Bushfire Regulations, including flaring at the AWE site. AWE did seek a permit during the restricted burning period and the Chief Bushfire Control Officer conducted a site inspection prior to issuing the permit. It was reported that the site was well prepared.

Mr Rossiter enquired if there was a police report in relation to rocks being thrown at properties near the BMX track?

The Shire President advised that he is not aware of a police report and advised that the BMX track proposal was not just a result of concerns raised by local residents directly but feedback received through the Recreation Needs Analysis.

Mr Hedle Hackland raised the following questions;

1. Mr Hackland advised he owns property in the Moreton Bay Estate and noted that there are no footpaths within the Estate or linking to the town centre, as identified in the Dongara Town Centre Revitalisation Plan. He enquired if/when the footpaths would be installed?

The Shire President advised that enquiry would need to be made with those responsible for the subdivision. The Dongara Town Revitalisation Plan does identify a need to link the Estate with the town centre but funds have not been allocated for this project in this year's Budget.

2. Is it correct that Main Roads WA have funding approved for a road diversion behind the industrial area / Moreton Bay Estate?

The Shire President advised that four options were identified in a recent public consultation process for the Dongara to Northampton Coastal Route which included two options that allowed for a diversion but no decision has been announced by Main Roads following the consultation. The CEO further advised that the Shire's local planning scheme has for sometime provided for a road reservation to the east of the Moreton Bay estate and industrial area however this remains unfunded by the State Government.

The following questions were provided by Mr Chadwick Barron in writing to Councillors prior to the meeting and a response by the Shire President is provided:

1. Can the Shire of Irwin Councillors call a public meeting, with guest speakers about the effectiveness of fluoride in public water?

As outlined earlier in the meeting, the Shire President reiterated that a letter has been sent to the Minister for Health inviting the Department of Health to hold community information sessions on the intended fluoridation of our water supply.

2. I believe that there was a visit by the Fluoridation of Public Water Advisory Committee this year to a closed forum in Dongara. Can the Councillors provided details of the meeting?

At the invitation of the Hon Minister for Health, a representative of the Public Water Advisory Committee attended a Council Forum to inform Council of the fluoridation process and whilst Council (concept) Forums are closed to the public the content of this discussion was not confidential.

The CEO outlined, that whilst he was not in attendance at this meeting, he understood that the Department of Health issued a press release advising the local community.

3. Would the Shire of Irwin support the placement of information regarding fluoridation in the Visitors Centre?

The Shire President advised that the CEO has agreed to allow information pamphlets to be made available in the Shire Administration foyer as the Visitor Centre is not considered to be the most appropriate place as it would not capture the main target audience.

Mr Kevan Dennis submitted a question in writing prior to the meeting in relation to the Development Application for an Animal Establishment and Signage presented at the October Ordinary meeting. Would Council please outline what the Noise Impact Assessment encompasses?

The Shire President referred the question to the CEO and Director Planning and Infrastructure. The CEO advised that it is the proponent's responsibility to prove that the proposal will not negatively impact local residents.

The Director advised that the proponent needs to provide evidence that it complies with Noise Regulations and if not, provide information regarding what measures will be in place to address this.

Mrs Burr inquired if there has been any consultation between the Shire and Mr. Shane Love's office regarding the idea of running a Community Bus from Dongara to Geraldton? If the community wanted to use the Bus, could it be offered for free?

The HACC service provides a regular bus service to Geraldton for eligible seniors and the Shire Community Bus is available for hire. The Community Bus is well utilised by the Autumn Centre and Dongara District High School. An application by a community group would be considered but there are licensing requirements and availability would need to be considered.

There are considerable maintenance and running costs associated with the Community Bus therefore a fees and charges structure has been developed to assist in recovering some of these costs.

Mr Barron enquired if the increased need, in regards to the Community Bus, could be included in future strategic planning?

When considering replacement of the Bus an assessment will be undertaken to factor in demand and usage which could result in a Bus with increased capacity etc.

The CEO advised that the Community Bus has been purchased for community use rather than a bus service, and it would be inappropriate for it to be used for shopping trips etc that would be in conflict with support for local business.

Mr Hackland asked about the status regarding the provision of a swimming pool?

The Shire President advised that the Aquatic Needs Analysis has identified a number of options that Council will consider through the newly established Aquatic Needs Advisory Committee.

Mr Barron asked if Council's Advisory Committees are open to the public to join?

The CEO advised that the Committees have been requested to establish their own terms of reference, including membership composition, for Council consideration.

The Shire President thanked members of the gallery for participating in Public Question Time and encouraged members of the public to raise any operational matters with the Shire administration in the first instance as a response can often be provided more quickly and efficiently.

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. PETITIONS

7. CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 27 OCTOBER 2015

COUNCIL DECISION 011115:

MOVED: Cr Thompson

SECONDED: Cr Scott

That the Minutes of the Ordinary Council Meeting, held on 27 October 2015, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

CARRIED 6/0

A copy of the Minutes of the Ordinary Council Meeting held on 27 October 2015 has been provided to all Councillors under separate cover and a link to the relevant document on the Shire's website is provided below;

<http://www.irwin.wa.gov.au/Agendas-Minutes.aspx>

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Functions and Events

2 November	The CEO attended a meeting with the CEO's of the Shire of Northampton and Shire of Carnamah to discuss the Bushfire Risk Coordinator, joint project
7 November	Citizenship Ceremony held for the McCauley family (John, Emma and Nicole), attended and officiated by the CEO
9 November	Council Workshop – Foreshore Master Plan
11 November	Shire President and CEO attended the Dongara RSL Memorial Service for Remembrance Day at Memorial Park
12 November	Shire President attended the Seniors' Quiz held as part of Seniors' Week celebrations
14 November	WA Tourism Awards – attended by Shire President, CEO, partners and Visitor Centre staff

Announcements

Tourism WA Awards

The Dongara-Port Denison Visitor Centre was awarded Bronze in the Visitor Information Services category at the WA Perth Airport Tourism Awards which recognises the consistent delivery of face to face information services to the visitor.

The Shire of Irwin was a finalist in the Local Government Award for Tourism category which is open to all Local Government authorities and recognises excellence in tourism planning, the provision of tourism facilities and services, marketing, event development and management, and the overall contribution made both locally and overall to the WA Tourism Industry. The Shire has been recognised in this category in the last two years and been awarded with bronze and silver.

Congratulations to the Visitor Centre staff who have worked hard to achieve this recognition.

Water Fluoridation

The Shire President has written to the Hon. Dr Kim Hames MLA, Minister for Health (via email) respectfully requesting that the Department of Health conduct public information sessions at the earliest opportunity to raise community awareness and outline the merits of the proposal to fluoridate the Dongara – Port Denison community water supply.

Lord Mayor's Disaster Relief Fund and Esperance Bush Fires

The Shire of Irwin has budgeted \$5,000 in this year's Budget to contribute towards the Lord Mayor's Disaster Relief Fund. Due to the recent bush fire disaster in Esperance, this donation has been sent and the Shire President has provided a letter of support to fellow Shire President, Victoria Brown at the Shire of Esperance.

9. REPORTS

CORPORATE AND COMMUNITY

CC01 – 11/15

Subject: Accounts for Payment
Reporting Officer: Manager Corporate Services
Responsible Executive: Director Corporate and Community
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the list of accounts paid under delegated authority during October 2015.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION 021115:

MOVED: Cr Scott

SECONDED: Cr Smith

That the Accounts paid during October 2015, represented by Trust Cheques 3086-3095 and EFT18519-18520 totalling \$3,400.00 Municipal Cheques 31011-31042, EFT 18411-18568 totalling \$607,594.71, Police Licensing PL290915 – PL281015 totalling \$65,051.70, Credit Card Payments \$4,942.10, Vehicle Lease \$853.51 and Click Super \$33,164.41, be received.

VOTING DETAILS:

CARRIED 6/0

Attachment:

[Accounts for Payment – October 2015](#)

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of October 2015.

Officer's Comment:

Nil

Stakeholder Engagement:

Nil

Financial / Resource Implications:

Nil

Statutory Environment:

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.

Risk Implications:

This report covers past events therefore the risk implications are low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

CORPORATE AND COMMUNITY

CC02 – 11/15

Subject: Financial Statements for the Period ending 31 October 2015
Reporting Officer: Manager Corporate Services
Responsible Executive: Director Corporate and Community
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the Monthly Financial Statements for the period 1 July 2015 to 31 October 2015.

OFFICER’S RECOMMENDATION AND COUNCIL DECISION 031115:

MOVED: Cr Thompson

SECONDED: Cr Meares

That the Monthly Financial Statement for the period 1 July 2015 to 31 October 2015 as outlined in the Attachments Booklet – November 2015 under separate cover, be received.

VOTING DETAILS:

CARRIED 6/0

Attachment:

[Financial Statements for the month ending 31 October 2015](#)

Background:

The Monthly Financial Report to the 31 October 2015 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

Officer’s Comment:

The financial position to the end of October 2015 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

Operating Revenue	\$6,451,988	4.8% negative variance
Operating Expenditure	\$2,406,073	14.8% positive variance
Net Operating	\$4,045,915	
Capital Revenue	\$271,300	92.5% negative variance

Capital Expenditure	\$432,128	0.0% variance
Cash at Bank – Municipal	\$3,876,405	
Cash at Bank – Reserve	\$2,513,349	
Total Funds Invested	\$6,007,990	
Net Rates Collected	80.76%	
Receivables Outstanding	\$647,845	

The attached report provides explanatory notes for items greater than 10% or \$5,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

Stakeholder Engagement:

Nil

Financial/Resource Implications:

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

Statutory Environment:

Local Government Act 1995 - Section 6.4

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

Risk Implications:

Due to the monthly financial statements reporting past events the risk implications are low.

Strategic Implications:

Strategic Community Plan 2012-2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

Strategy 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

CORPORATE AND COMMUNITY

CC03 – 11/15

Subject: Change of Method of Valuation
Reporting Officer: Manager Corporate Services
Responsible Executive: Director Corporate and Community
File Reference: RV.RP
Voting Requirements: Simple Majority

Report Purpose:

To consider consultation in regards to changing the method of valuation from Unimproved Value (UV) to Gross Rental Value (GRV) for the properties identified within the Racecourse Estate, Springfield, Industrial area and Brand Highway that may be used for a non-rural purpose.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION 041115:

MOVED: Cr Scott

SECONDED: Cr Smith

That Council consults with property owners giving 28 days to comment on the proposal to change the method of valuation from Unimproved Value to Gross Rental Value for those properties identified within the Racecourse Estate, Springfield, Industrial area and Brand Highway as outlined under separate, confidential cover.

VOTING DETAILS:

CARRIED 6/0

Attachment:

A list of affected properties have been provided under separate confidential cover, as per Local Government Act 1995 s5.23 (2)(b).

Background:

Several properties within the Racecourse Estate, Springfield, Industrial area and Brand Highway are currently rated as Unimproved Value (UV) and are potentially no longer being used for rural purpose.

An initial assessment has identified these properties as potentially requiring a change of method of valuation to Gross Rental Value (GRV), where the land is used predominately for non rural purposes i.e. residential, industrial or rural residential.

Different factors need to be taken into account in regards to determining predominate land use, including the activity conducted on the land, any development of the property, income generated from or on the property and Local Planning Scheme.

Officer's Comment:

Staff has recently reviewed the method of valuations for properties in the rating system. As a result of this, there have been a number of apparent anomalies identified which require further assessment. This review predominantly pertains to the method of valuation applied to a range of lots in the Rural Residential and Industrial areas.

With the growth and change to traditional land uses in the rural areas, equitable rating has been an ongoing focus, particularly with properties that are rated unimproved value but are essentially residential or industrial lots in a rural area.

The Department of Local Government and Communities has issued a Local Government Operational Guideline N^o 12 relating to Changing Methods of Valuation of Land.

As part of the initial assessment a number of lots has been identified which staff are proposing to change the method of rating from UV to GRV.

Land identified for the changes are:

- Land at the Racecourse Estate (Hidden Valley Close, Brennand Road and Francisco Road) which is zoned Rural Residential and is predominantly used for non rural purposes. Attachment 1 - Image 1
- Land at the Industrial area (Carter Road, Moore Road and Brand Highway) that is zoned Light Industry, Special Residential or General Industry. Attachment 1 - Image 2 and 3
- Rural Residential zoned properties 4ha or less. Attachment 1 – Image 4 and 5

Operating Guidelines developed by the Department of Local Government and Communities identify a number of guiding principles for local government to consider when developing or assessing their rating structures, these include:

- Objectivity;
- Fairness and equity;
- Consistency;
- Transparency; and
- Administrative efficiency.

Council has and will continue to apply these principles both through this current process and into the future when it is making decisions around rating.

The most significant challenge through this process is for the Council to make a determination around the use of properties. For example for properties in the rural area, Council needs to make an assessment as to whether the predominant or primary use of a property is for a rural purpose, or in fact for a residential purpose. Unfortunately, the Act does not define the term “predominant”. Consequently, an assessment has to be made on a case by case basis as a question of “fact and degree” as to whether or not the use of a particular property should be categorised as predominantly rural or non-rural.

In determining predominant land use all relevant factors will be taken into account, including the activity conducted on the land, any development on the property, income generated from or on the property and Local Planning Scheme.

Stakeholder Engagement:

Should Council agree to the change of method of valuation, property owner engagement will take place for a period of 28 days.

Financial/Resource Implications:

It is anticipated that the changes to the method of valuation will be enforced as at 1 July 2016 and therefore affects the 2016/17 budget.

The impact on those properties within the areas of review is the valuation will be based on improvements to the land and the potential annual rental yield, with the exception of vacant land which would be derived from a calculation of 5% of the capital value. This is opposed to the current UV valuations which are assessed on the land with no improvements taken into account.

The valuations would not be known until the Valuer General has carried out valuations on all of the identified properties. There may be instances where a landowner’s rates may increase/decrease.

In 2015/16, for the identified properties, the total rates raised amounted to \$256,600. The Valuer General has given general guidance in regards to the new proposed Gross Rental Values for these properties. It is proposed using the same rate in the dollar as 2015/16 financial year, the rate revenue for the same properties may be approximately \$225,700. Using these assumptions rate revenue would be reduced by approximately \$30,900.

Statutory Environment:

Local Government Act 1995 - Section 6.8

6.28 Basis of rates

- (1) The Minister is to –
 - (a) Determine the method of valuation of land to be used by a local government as the basis for a rate; and
 - (b) Publish a notice of the determination in the Government Gazette.
- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
 - (a) Where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - (b) Where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.

The Department of Local Government and Communities has developed a Local Government Operational Guideline N^o 12 relating to Changing Methods of Valuation of Land, which identifies several steps in this process.

Step 1 – Identifying land use changes that may affect predominant use

Land use changes for the selected areas have been identified through a broad based assessment that these areas are not predominantly used for rural purposes.

Step 2 – Reviewing predominant use

Assessing the predominant use of land is fundamental to determining the method of valuation to be used for rating purposes. The Act does not define the term “predominant”. Consequently, an assessment has to be made on a case by case basis as a question of “fact and degree” as to whether or not the use of a particular property should be categorised as predominantly rural or non-rural.

Local Governments should take all relevant factors into consideration including the following:

- a) Activity conducted on the land
Many activities may be associated with the use of the property. The nature, scale and extent of each activity should be taken into account in any assessment of predominant use.

Example:

A house is situated on a four (4) hectare property. On the property there is a vegetable patch and some fruit trees. The occupier also keeps livestock, including a cow, two sheep, two horses and several chickens and ducks. There is no doubt some rural activities are undertaken on the property. However, these activities are undertaken on a small scale. The produce is mainly for personal consumption. Although from time to time the occupier may sell some produce at a roadside stall, the occupier is not deriving his/her livelihood from “working the land”. The predominant use can be said to be residential.

- b) Development on the land
The nature, scale and extent of the development of a property can give an indication of the nature, scale and intensity of associated uses. They can also affect the capacity for a property to be used for other purposes.

Example:

More than half of a small rural property is occupied by chalets and associated developments. The rest of the lot is used occasionally to graze sheep and cattle. Given the

scale of the chalet development it would be difficult to determine that the predominant use is rural.

c) Income

Where a property is used for two (2) or more different purposes, the income generated from each use can be a guide to assessing the predominant use of the land.

Example:

A portion of a property is being used for an agricultural purpose and the remainder is being used for holiday accommodation. The income generated from the holiday accommodation is significantly more than that from the agricultural pursuit. The predominant use could arguable be said to be non-rural.

d) Local Planning Scheme

A local planning scheme enables the use of land for a rural or non-rural purpose and should be considered in assessing predominant use ie the Shire of Irwin's Local Planning Scheme No 5 sets out land uses which can be considered in certain zones.

e) Vacant Land

As vacant land is generally not used for any purpose, it is arguable what the predominant use of such land might be. In determining the "predominant use" of vacant land, consideration should be given to the predominant use of the surrounding land and any planning/development restrictions that apply to the vacant land in question.

Example:

A vacant 2 hectare property is situated in a rural residential zone. The surrounding properties are of a similar size and zoning and most of them are developed for residential purposes with people living on them. Most of the residents of these properties keep some animals and grow produce mainly for personal consumption. However, due to the small scale of the "rural activities" the predominant use is residential. As the majority of the surrounding properties are used predominantly for non-rural purposes, the vacant land could be deemed to be predominantly non-rural.

Step 3 – Consulting affected parties

The public consultation for the consideration of changing methods of valuation of land is to be undertaken.

Property owners whose properties have been identified for a possible change in valuation method to be advised in writing and will be invited to make comment to be received in writing and addressed to the Chief Executive Officer within the twenty eight (28) day submission period.

Step 4 – Changing the method of valuation

Once the submission period has closed a report will be presented to Council. If Council supports the changes to rating methods a submission will then be made to the Minister for Local Government and Communities.

Policy Implications:

Rating Policy

Risk Implications:

The likelihood of risk arising from changing the method of valuation from Unimproved Values to Gross Rental Values is expected to be unlikely, however the consequence would be moderate. Therefore the risk is moderate.

Strategic Implications:

Strategic Community Plan 2012-2022

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

CORPORATE AND COMMUNITY

CC04 – 11/15

Subject: Irwin Rec South Precinct - Working Group
Reporting Executive: Director Corporate and Community
File Reference: RC.PL
Voting Requirements: Simple Majority

Report Purpose:

To advise Council and the community of the deferral of any decision relating to the future of the BMX Track and to consider the establishment of a working group to plan for the future development of the area to the south of the Irwin Rec, comprising the current tennis courts, hardcourts, disused building and water tanks, skate park and BMX Track.

COUNCIL DECISION 051115:

MOVED: Cr Scott

SECONDED: Cr Thompson

That Council suspends Standing Orders at 4:45pm.

VOTING DETAILS:

CARRIED 6/0

COUNCIL DECISION 061115:

MOVED: Cr Scott

SECONDED: Cr Thompson

That Council resumes under Standing Orders at 4:46pm.

VOTING DETAILS:

CARRIED 6/0

COUNCIL DECISION 071115:

MOVED: Cr Thompson

SECONDED: Cr Scott

That Council;

- 1) Notes the actions of the Chief Executive Officer in deferring any planning for future works relating to the BMX Track; and**
- 2) Establishes a Irwin Rec South Precinct Working Group comprising of the Shire President, Deputy President, Cr Leonard, Cr Thompson, Cr Meares, Cr Kennedy, Director Corporate and Community, Director Planning and Infrastructure and Manager Recreation Services to assist staff in preparing a plan for the future development of facilities on recreation reserve land situated to the south of the Irwin Rec that presently includes the tennis courts, disused hardcourts, skate park and BMX track for Council consideration.**

VOTING DETAILS:

CARRIED 6/0

Background:

In recent months the Council has considered the future of the BMX Track and sought community consultation in regards to plans for its removal. Feedback through public submissions and a petition provided to Council suggest that there is support for keeping the track, albeit with some modification and landscaping of the area. The Council has also been in discussions with the Tennis Club in regards to the future of the grass courts and possible replacement with synthetic courts.

Officer's Comment:

It is apparent that there are a number of issues relating to redevelopment of the recreational infrastructure located in the reserve south of the Irwin Rec. Careful consideration needs to be given to any upgrade of facilities to ensure that a co-ordinated and well planned development of this area takes place. To prepare such a plan it is suggested that a working group be formed consisting of Council members and relevant staff.

Stakeholder Engagement:

Shire President and Chief Executive Officer

Financial/Resource Implications:

It is not envisaged that any financial resources will be required by the working group that is not already contained in the 2015/16 budget.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Risk Implications:

The risk implications are predominately related to reputational risk, are considered to be unlikely with insignificant consequences, and therefore the overall risk rating is low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 3.1 High quality and well maintained community infrastructure.

PLANNING AND INFRASTRUCTURE

PI 01 – 11/15

Subject: Appointments for Bush Fire Advisory Committee
Reporting Officer: Community Emergency Services Manager
Responsible Executive: Director Planning and Infrastructure
File Reference: ES.VO.1
Voting Requirements: Absolute Majority

Report Purpose:

To consider the recommendations of the Bush Fire Advisory Committee to appoint persons as Fire Control Officers and other positions under the Bushfires Act.

CEO'S REVISED RECOMMENDATION AND COUNCIL DECISION 081115:

MOVED: Cr Scott

SECONDED: Cr Meares

That Council appoints the individuals listed below to the nominated position and to the Shire of Irwin Bush Fire Advisory Committee in accordance with the *Bush Fires Act 1954* and *Local Government Act 1995*:

Chief Bush Fire Control Officer		Peter Summers
Deputy Chief Bush Fire Control Officer		Andrew Gillam
Deputy Chief Bush Fire Control Officer		Murray Butcher
Fire Weather Officers		Peter Summers Andrew Gillam Ashley Clarkson
Fire Control Officers		Direct. Planning & Infrastructure (Suzette Van Aswegen) Manager Community Safety (Felix Neuweiler) Shire Ranger (Peter Manners & Ashley Clarkson) Community Emergency Services Manager (Kyle Pollitt)
<u>NORTH BRIGADE</u>		
Brigade Captain		Carl Forward
Brigade Lieutenants	1	John Koric
	2	Steve Brindal
	3	Aiden Obst
Fire Control Officer		Carl Forward
<u>SOUTH BRIGADE</u>		
Brigade Captain		Andrew Gillam
Brigade Lieutenants	1	Craig Forsyth
	2	Mark Watson
Fire Control Officer		Andrew Gillam
<u>TOWN BRIGADE</u>		
Brigade Captain		Murray Butcher
Brigade Lieutenants	1	Jim Butcher
	2	Paul Parker
Fire Control Officer		Murray Butcher

VOTING DETAILS:

CARRIED BY ABSOLUTE MAJORITY 6/0

Background:

The Shire of Irwin Bush Fire Advisory Committee Meeting was held on Thursday, 13 August 2015.

At the meeting it was resolved to recommend that Council make the following appointments:

Chief Bush Fire Control Officer		Peter Summers
Deputy Chief Bush Fire Control Officer		Andrew Gillam
Deputy Chief Bush Fire Control Officer		Murray Butcher
Fire Weather Officers		Peter Summers Andrew Gillam Ashley Clarkson
Fire Control Officers		Chief Executive Officer (Darren Simmons) Director Planning & Infrastructure (Suzette Van Aswegen) Manager Community Safety (Felix Neuweiler) Shire Ranger (Peter Manners & Ashley Clarkson) Community Emergency Services Manager (Kyle Pollitt)
<u>NORTH BRIGADE</u>		
Brigade Captain		Carl Forward
Brigade Lieutenants	1	John Koric
	2	Steve Brindal
	3	Aiden Obst
Fire Control Officer		Carl Forward
<u>SOUTH BRIGADE</u>		
Brigade Captain		Andrew Gillam
Brigade Lieutenants	1	Craig Forsyth
	2	Mark Watson
Fire Control Officer		Andrew Gillam
<u>TOWN BRIGADE</u>		
Brigade Captain		Murray Butcher
Brigade Lieutenants	1	Jim Butcher
	2	Paul Parker
Fire Control Officer		Murray Butcher

Officer's Comment:

The Bushfire Advisory Committee generally consists of the same Officers that were nominated as office bearers. It is therefore recommended that Council appoint these individuals to the Committee in accordance with the *Local Government Act 1995*.

The Bushfire Advisory Committee reviews Officers' appointments at their AGM and makes recommendations to Council to appoint the nominated individuals in accordance with the *Bushfires Act 1954* (refer Statutory Environment) and advertise those appointments accordingly.

CEO's Comment

Notwithstanding the Committee's recommendation, it is recommended that Council follows its 2014 determination to relieve the CEO from the appointment as a Fire Control Officer due to the extent of his existing work commitments.

Stakeholder Engagement:

Parties consulted in preparation of this report include:

- Shire of Irwin Chief Bush Fire Control Officer
- Shire of Irwin Deputy Chief Bush Fire Control Officers
- Shire of Irwin Council Delegates
- Shire of Irwin's Manager of Community Safety, and CESM
- Representatives from Dongara Town, & Irwin Bush Fire Brigades

- Representatives from Department of Fire and Emergency Services, and Department of Parks and Wildlife

Financial/Resource Implications:

Nil

Statutory Environment:

- *Bushfires Act 1954*: Section 38 reads:

38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2)(a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

- *Local Government Act 1995*: Subdivision 2, Committees and their meetings; Sections 5.8 – 5.18 and particularly Section 5.10 (1) which states:

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

Policy Implications:

Nil

Risk Implications:

The consequences of not appointing these persons is considered moderate and the likelihood considered rare, therefore the risk implications are regarded as Low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 3.8.3 Continue to partner with relevant agencies in relation to emergency services management.

PLANNING AND INFRASTRUCTURE

PI02 – 11/15

Subject: Draft Local Planning Policy for Heritage Places
Reporting Officer: Manager Planning Services
Responsible Executive: Director Planning and Infrastructure
File Reference: LP.PL
Voting Requirements: Simple Majority

Report Purpose:

For Council to consider advertising a Local Planning Policy (LPP) for Heritage Places.

OFFICER’S RECOMMENDATION AND COUNCIL DECISION 091115:

MOVED: Cr Scott

SECONDED: Cr Thompson

That Council, pursuant to Clause 2.4 of the Shire of Irwin Local Planning Scheme No.5, resolves to advertise the draft Local Planning Policy for Heritage Places, as presented in the Attachments Booklet November 2015 provided under separate cover.

VOTING DETAILS:

CARRIED 6/0

Attachment:

[Draft LPP for Heritage Places](#)
[LPS No. 5 - Heritage List](#)

Background:

Local Planning Scheme No. 5 currently provides little guidance for the use/development of the Heritage Places contained within the Scheme List. The heritage places contained within the Scheme List are statutorily protected, being subject to the requirements of LPS No. 5 and the Heritage of Western Australia Act 1990. The Scheme List includes all places on the State Register of Heritage Places.

The Shire also has a large number of other Heritage places contained within the Municipal Heritage Inventory (Categories 1A, 1B, 2, 3, 4, 5 and 6), which are not statutorily protected in ‘heritage terms’ but are still subject to the requirements of LPS No. 5 (as are all properties within the Shire). LPS No. 5 has no guidance for these Heritage Places either.

Officer’s Comment:

As LPS No. 5 contains little guidance for land use or development proposals for Heritage Places, the purpose of this policy is to provide a framework for the assessment of development applications for land use and/or development of all designated heritage places within the Shire of Irwin and for sites adjoining those on the Scheme List and sites within the Dongara Town Centre.

Stakeholder Engagement:

The draft policy has the support of the Shire’s Development Control Unit and the Shire of Irwin’s Heritage Advisory Committee.

Financial/Resource Implications:

The advertising costs are provided for within the Planning Services budget.

The Draft LPP is recommended for public advertising in accordance with the requirements of LPS No. 5. During the advertising period, public submissions will be sought. This provides an opportunity for all, including the owners of Heritage Places to submit comments. Furthermore, comments will be sought from the State Heritage Office.

Statutory Environment:

Shire of Irwin Local Planning Scheme No.5. Clause 2.4.1 states:

If a local government resolves to prepare a Local Planning Policy, the local government -

a) is to publish a notice of the proposed Policy once a week for two consecutive weeks in a newspaper circulating in the Scheme area, giving details of –

i) where the draft Policy may be inspected;

ii) the subject and nature of the draft Policy; and

iii) in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;

b) may publish a notice of the proposed Policy in such other manner and carry out such other consultation as the local government considers appropriate.

Policy Implications:

The proposed policy will provide clear and consistent planning advice for Heritage Places.

Risk Implications:

The likelihood of risk arising from Council advertising the draft policy is expected to be rare and the consequences would be insignificant. Therefore the risk is low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 1.1.1 Implement an efficient and effective approval process.

PLANNING AND INFRASTRUCTURE

PI03 – 11/15

Subject: Supply of Wheel Loader
Reporting Officer: Manager Works
Responsible Executive: Director Planning and Infrastructure
File Reference: PL.AC.2
Voting Requirements: Simple Majority

Report Purpose:

To consider awarding quotations for the supply of one (1) new Wheel Loader with integrated tool carrier capabilities.

PLANT COMMITTEE RECOMMENDATION AND COUNCIL DECISION 101115:

MOVED: Cr Meares

SECONDED: Cr Thompson

That the submission from Komatsu Australia for a Komatsu WA250PZ Wheel Loader to the value of \$287,251, as quoted and presented under separate confidential cover, be accepted.

VOTING DETAILS:

CARRIED 6/0

Attachment:

Copies of the eQuotes have been provided under separate confidential cover, as per Local Government Act 1995 s5.23 (2)(c).

Background:

EQuote requests were submitted to various WALGA Preferred Suppliers on 16 October 2015 for the supply of a new Wheel Loader with integrated tool carrier capabilities. Council received six (6) responses of which two (2) were thought to be non-conforming to the request and one supplier didn't meet the deadline of 2 November 2015.

The following four (4) companies' submitted six (6) quotes in total, two (2) of which did not meet required specifications:

Dealer	Machine	Comments
Westrac	Cat 924K	
CJD Equipment	Volvo L60F	
Komatsu	WA250PZ	
Hitachi	John Deere 544K	
Westrac	Cat 930K	Non-conforming
Komatsu	WA200PZ-6	Non-conforming

Both an operational and mechanical assessment was undertaken by the Shire's Construction team and Mechanic who visited the dealerships in Perth on 4 November 2015 to assess the equipment on a number of key requirements.

The operational and mechanical assessments were then discussed at a meeting conducted on 5 November 2015 and the overall preference was for the purchase of the 924K Caterpillar Loader or the Komatsu WA250PZ Loader.

At the Plant Committee meeting held on 9 November 2015 a recommendation to Council was passed in support of purchasing the Komatsu WA250PZ Loader.

Officer's Comment:

A large majority of the quotes included above average warranties, a summary of these warranties is below:

- Hitachi's warranty was considered the best at 60 months or 6000hrs, whilst also included a \$6,000 parts and service credit.
- Komatsu offered a warranty of 36 months or 6,000hrs including an additional 3yr / 2,000hrs free complimentary maintenance service.
- Westrac offered a warranty for 60 months or 4,000hrs.
- CJD Equipment offered a 12 months or 2,500hrs warranty.

The complimentary maintenance offer by Komatsu was considered to be worth in the vicinity of ten thousand dollars over the three (3) year period, which could equate to potential financial savings for Council. In comparison the other three (3) warranties were based on saving money only if the machine was to have a breakdown or fault, this was taken into consideration when developing the officer's recommendation above.

Stakeholder Engagement:

The following groups were consulted with in preparation of this report:

- Shire of Irwin Plant Committee
- Shire of Irwin - Construction Team
- Shire of Irwin - Mechanic
- Shire of - Cunderdin, Karratha and Carnamah

Financial/Resource Implications:

As per the 2015/16 Budget allocation for plant replacement

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 sub regulation (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:

The recommendation is consistent with the following Council policies:

- F6 Asset Management
- F7 Depreciation and Capitalisation of Assets
- F2 Purchasing

Risk Implications:

The financial, compliance and service consequences of purchasing the Komatsu WA250PZ Loader are considered insignificant and the measure of likelihood rare; therefore the risk implications are calculated as low and are considered acceptable.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principals

PLANNING AND INFRASTRUCTURE

PI04 – 11/15

Subject: Supply of Rubber Tyred Roller
Reporting Officer: Manager Works
Responsible Executive: Director Planning and Infrastructure
File Reference: PL.AC.2
Voting Requirements: Simple Majority

Report Purpose:

To consider awarding quotations for the supply of a one (1) new Rubber Tyred Roller.

PLANT COMMITTEE RECOMMENDATION AND COUNCIL DECISION 111115:

MOVED: Cr Meares

SECONDED: Cr Gumley

That the proposal submitted by Tutt Bryant for a Bomag BW25RH Rubber Tyred Roller to the value of \$136,363, as quoted and presented under separate confidential cover, be accepted.

VOTING DETAILS:

CARRIED 6/0

Attachment:

Copies of the eQuotes have been provided under separate confidential cover, as per Local Government Act 1995 s5.23 (2)(c).

Background:

EQuote requests were submitted to various WALGA Preferred Suppliers on 16 October 2015 for the supply of a new Rubber Tyred Roller.

The following three (3) companies submitted quotes, one (1) of which did not meet required specifications:

Dealer	Machine	Comments
Westrac	Cat CW34	
Atlas Copco	Dynapac CP2700	
Tutt Bryant	Bomag BW25RH	
Atlas Copco	Dynapac CP2100 AOP	Non-conforming

Both an operational and mechanical assessment was undertaken by the Shire's Construction team and Mechanic who visited the dealerships in Perth on 4 November 2015 to assess the equipment on a number of key requirements.

The operational and mechanical assessments were then discussed at a meeting conducted on 5 November 2015 and the overall preference was for the purchase of the Bomag BW25RH roller.

At the Plant Committee meeting held on 9 November 2015 a recommendation to Council was passed in support of purchasing the Tutt Bryant Bomag BW25RH Rubber Tyred Roller.

Officer's Comment:

When comparing the dimensions of each roller it was noted that of the three rollers only the Bomag BW25RH was considered compatible with Councils current low loader trailer. Whilst alterations to the low loader trailer could be made to accommodate the other machines, it would be an expensive exercise and therefore was taken into consideration when developing the officer's recommendation above.

Stakeholder Engagement:

The following groups were consulted with in preparation of this report:

- Shire of Irwin Plant Committee
- Shire of Irwin - Construction Team
- Shire of Irwin - Mechanic

Financial/Resource Implications:

As per the 2015/16 Budget allocation for plant replacement

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 sub regulation (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:

The recommendation is consistent with the following Council policies:

- F6 Asset Management
- F6 Depreciation and Capitalisation of Assets
- F2 Purchasing

Risk Implications:

The financial, compliance and service consequences of purchasing the Bomag BW25HR Rubber Tyred Roller are considered insignificant and the measure of likelihood rare; therefore the risk implications are calculated as low and are considered acceptable.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principals

OFFICE OF THE CEO

CEO01 – 11/15

Subject: Council Meeting Dates 2016
Reporting Officer: Coordinator Executive Services
Responsible Executive: Chief Executive Officer
File Reference: GV.CM.1
Voting Requirements: Simple Majority

Report Purpose:

For Council to consider and set its meeting dates for 2016.

OFFICER’S RECOMMENDATION AND COUNCIL DECISION 121115:

MOVED: Cr Gumley

SECONDED: Cr Thompson

That Council hold its 2016 Forum and Ordinary Meetings in accordance with the following schedule;

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

Meetings will commence at 4:00pm and will be held in the Council Chambers at 11-13 Waldeck Street, Dongara.

VOTING DETAILS:

CARRIED 6/0

Background:

In the past, Council has held its Ordinary Council Meetings on the fourth Tuesday of each month except for January and December. In 2015 there was no Council Forum or Council Meeting scheduled for January and no Council Forum in December.

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.

Officer’s Comment:

As per last year’s schedule, it is suggested that there be no Council Meeting in January.

The 2015 December Ordinary Meeting was scheduled for the third Tuesday in December. In 2016 the third Tuesday is on 20 December which falls in the Shire's final business week before the Christmas break. It is therefore recommended that the meeting be held on the second Tuesday (13 December) to ensure staff have sufficient time to prepare the Minutes within the appropriate timeframe for availability to the public.

It is common practice of local governments within Western Australia to not hold a meeting in January due to the reduced service demand, minimal work's programming and decreased staff levels resulting from staff utilising their annual leave entitlements.

The approval of accounts for payment and financial statements normally provided in January would be scheduled for consideration at the February 2016 meeting. In regards to the presentation of statements of financial activity to Council, the Local Government (Financial Management) Regulations 1996 Section 6.4, states the following;

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

Stakeholder Engagement:

The Mid West Chamber of Commerce and Industry (MWCCI) hold their Mid West Economic Summit in September, and in recent years the date has clashed with Council's September Ordinary meeting causing Council to consider a change of date. The MWCCI have been consulted in regards to the 2016 event date and they have advised they are hoping to host the event in early September which would not have an effect on Shire Irwin attendance due to a Council meeting at this stage.

Financial / Resource Implications:

Minor advertising costs will be incurred to provide local public notice of meeting dates.

Statutory Environment:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

Policy Implications:

Nil

Risk Implications:

To ensure compliance with relevant legislation and maximise notice to the community a list of dates has been prepared for Council to consider. Therefore this is a low risk matter with effective controls in place.

Strategic Implications:

Strategy Community plan 2012-2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NOTICE OF MOTION – Establishment of an Economic Development Advisory Committee

COUNCIL DECISION 131115:

MOVED: Cr Thompson

SECONDED: Cr Meares

That Council suspends Standing Orders at 4:48pm.

VOTING DETAILS:

CARRIED 6/0

COUNCIL DECISION 141115:

MOVED: Cr Scott

SECONDED: Cr Thompson

That Council resumes under Standing Orders at 4:49pm.

VOTING DETAILS:

CARRIED 6/0

CR THOMPSON'S MOTION AND COUNCIL DECISION 151115:

MOVED: Cr Thompson

SECONDED: Cr Gumley

That Council:

- a) Establishes an Economic Development Advisory Committee (EDAC) to assist Council in promoting local economic opportunity and innovation through appropriate stakeholder engagement and preparation of a Shire of Irwin Economic Develop Plan as outlined within the Shire's Strategic Community Plan 2012-2022 Strategy; and
- b) Requests that the EDAC develop its own Terms of Reference (including membership composition) for Council consideration, however, in the interim, appoints the following as members of the Committee;
Cr West, Cr Thomspson , Cr Smith, Cr Meares, the Chief Executive Officer, 2 x Mid West Chamber of Commerce and Industry Dongara Sub-Committee representatives and 2 x independent community representatives.

VOTING DETAILS:

CARRIED BY ABSOLUTE MAJORITY 6/0

Background:

In the development of the Shire of Irwin Strategic Community Plan 2012-2022 it was determined that a key objective for the community over the next 10 years was realising "A prosperous, diverse and thriving economy" with specific outcomes and strategies in place.

To support and promote the Shire's strategic direction and facilitate relationship building with key stakeholders it is proposed that this Committee be established. The following strategies identified within the SCP should assist in developing the basis for this Committee;

- 1.1.2 Partner and negotiate with industry and commerce to improve local infrastructure
- 1.1.4 Develop an Investment Attraction Prospectus for the Shire.
- 1.1.5 Support initiatives progressed by the local business community, such as the Chamber of Commerce, the Mingenew Irwin Group, the Fisherman's Association and other industry groups.
- 1.4.1 Develop and implement a Community and Economic Development Plan.
- 1.4.2 Investigate options to leverage investment and promote retail development

1.5.1 Partner with industry to leverage local opportunities

1.6.1 Continue to support and partner with the Dongara District High School, Geraldton Universities Centre, the Durack Institute of Technology and other training providers.

1.6.2 Support career development programs for youth

The Shire recently met with representatives of the Mid West Chamber of Commerce and Industry (MWCCI) Dongara Sub-Committee who indicated an interest in partnering with the Shire to achieve some shared goals in the interest of community prosperity and development.

Officer's Comment

The Chief Executive Officer is in support of the proposed Motion, as it aligns well with the Shire's Strategic Community Plan.

It should be noted that an Absolute Majority is required to carry this motion.

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

Meeting closed 4:50pm

An electronic copy of the Minutes are available for download from the Shire's website
<http://www.irwin.wa.gov.au/Agendas-Minutes.aspx>.

I certify that this copy of the Minutes is a true and
correct record of the meeting held on
24 November 2015

Signed:
Presiding Elected Member

Date:.....