



Date: 23 October 2014

**To: Shire President
All Councillors**

**Copy: Directors
Staff**

ORDINARY COUNCIL MEETING NOTICE AND AGENDA

An Ordinary Council meeting of the Shire of Waroona will be held at the Waroona Shire Offices on 28 October 2014 at 4.00pm to consider and resolve the matters set out in the attached Agenda.

A handwritten signature in cursive script, appearing to read 'Ian Curley', is centered on a light-colored rectangular background.

**Ian Curley
CHIEF EXECUTIVE OFFICER**

PUBLIC QUESTION TIME

AND

PUBLIC STATEMENT TIME

1. The order of business allows for a Public Question time and a Public Statement time at the beginning of the Meeting. The Presiding Member will announce these times.
2. If you wish to ask a Question or make a Statement about an Agenda Item BEFORE it is considered then it should be made at the Public Question and Public Statement Time at Item 4 on the Agenda Notice Paper in accordance with Council's Procedures and Guidelines for Public Question Time and Receiving Public Statements.
3. The visual or vocal recording of Council meeting proceedings is expressly prohibited, unless the prior approval of the Council has been given.

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AGENDA

1. **DECLARATION OF OPENING/ANNOUNCEMENTS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
3. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**
- 4.1 **PUBLIC QUESTION TIME**
- 4.2 **PUBLIC STATEMENTS**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS**

(Disclosure of interest **MUST ALSO** be made by the member or officer immediately prior to a matter, for which an interest is being disclosed, is dealt with.)
7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
8. **CONFIRMATION OF MINUTES**
 - 8.1 **ORDINARY COUNCIL MEETING – 23 September 2014**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 23 September 2014 be confirmed as being a true and correct record of proceedings.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

9.1.1 TENDER – RFT 2014/09 – SUPPLY & DELIVERY OF CRUSHED LIMESTONE	
Reporting Officer / Officer's Interest:	Murry Bracknell Manager of Works and Services / No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	Shire of Waroona
Landowner:	n/a
Date of Report: 14/10/2014	File No.: 2014/06
Previous Reference:	Nil
Policy Implications:	See heading below
Statutory Implications:	See heading below
Strategic Implications:	See heading below
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>"	

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2014/09 – Supply and Delivery of Crushed Limestone.

BACKGROUND/INITIAL COMMENTS

Council's 2014/15 budget includes an allocation for the purchase of limestone for use in the construction program. As the total cost of the material will exceed \$100,000, a tender process was necessary.

A specification was drawn up and the tender was advertised in the West Australian on the 6th September 2014. The closing date of the tender 22nd September 2014.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of gravel to the various road works sites subject to the 2014/15 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the shire's right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 60%
- Relevant Experience 20%
- Tenderer's Resources 20%

The specification sets out how the tenderers were to address the second and third criteria.



The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The purchase of the material is allowed for in the 2014/15 budget. Funding sources include Roads to Recovery, Regional Road Group and Council’s own funds.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

One submission was received by Charles Hull Contracting. Following the evaluation of the submissions the aggregate scores are as follows:

Charles Hull Contracting: 540

Charles Hull Contracting has supplied limestone to Council on several occasions and their product and service has met the specifications in the past. Therefore officers are comfortable to recommend that Charles Hull Contracting be awarded the tender in this instance.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council award Tender RFT 2014/06 Supply and Delivery of Crushed Limestone to Charles Hull Contracting based on the schedule below.

	Distance from Quarry (Lake Clifton) to Shire Work Site (km)	Per Cubic Meter
Supply, Load and Deliver	Up to 10km	\$ 21.00
	10km to 30km	\$ 21.50
	30km to 50km	\$ 22.00
	Greater than 50km	\$ 23.00

9.1.2 TENDER – RFT 2014/08 – PROVIDE TRAFFIC MANAGEMENT SERVICES	
Reporting Officer / Officer's Interest:	Murry Bracknell Manager of Works and Services / No Interest
Responsible Officer / Officer's Interest	Patrick Steinbacher, Director Technical Services; No Interest
Proponent:	Shire of Waroona
Landowner:	n/a
Date of Report: 01/10/2014	File No.: 2014/08
Previous Reference:	Nil
Policy Implications:	See heading below
Statutory Implications:	See heading below
Strategic Implications:	See heading below
Financial Implications:	See heading below
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>"	

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2014/08 – Provide Traffic Management Services.

BACKGROUND/INITIAL COMMENTS

Council's 2014/15 budget includes an allocation for traffic management services as part of the works and construction programme. As the total cost of the services will exceed \$100,000 a tender process was necessary.

A specification was drawn up and the tender was advertised in the West Australian on the 6th September 2014. The closing date of the tender 22nd September 2014.

The Scope of Works contained in the specification called for the submission of prices for traffic management services for the construction and work programme to an estimate of 1150 hours.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 50%
- Relevant Experience 15%
- Key Personnel skills and experience 15%
- Tenderers Resources 10%
- Demonstrated Understanding 10%

The specification sets out how the tenderers were to address the second and third criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.



A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The procurement of contractors to carry out traffic management services as part of the works programme been allocated in the 2014/15 budget.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Ten submissions were received:

- Peak Traffic Management
- Webset Traffic Management
- SJ Road Works
- Evolution Traffic Control
- Advanced Traffic Management Pty Ltd
- Quality Traffic Management
- Beaver Traffic Management
- Pilot and Traffic Services
- Denmark Traffic

Following the evaluation of the submissions the aggregate scores are as follows:

- | | |
|-----------------------------|-----|
| • Peak Traffic Management | 635 |
| • Webset Traffic Management | 626 |
| • SJ Road Works | 596 |
| • Traffic Force | 593 |



- Evolution Traffic Control 586
- Advance Traffic Management Pty Ltd 544
- Quality Traffic Management 552
- Beaver Traffic Management 392
- Pilot and Traffic Services 383
- Denmark Traffic 289

Peak Traffic Management are a recognised and experienced company who initially set up their traffic management arm to work internally as they also operate a concrete kerbing company. Peak carry out works for other Councils as well as Main Roads Western Australia. The reference checks carried out confirmed that they are very capable of carrying out Council’s traffic management requirements therefore officers are comfortable to recommend that they be awarded the Tender in this instance.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION
That Council award Tender RFT 2014/08 Provide Traffic Management Services to Peak Traffic Management based on the following schedule of prices:

Prepare Traffic Control Diagram	\$60.00
Prepare Worksite Traffic Management Plan	\$60.00
Normal Hourly Rates	
One Personnel, one vehicle and all standard signs, cones and bollards	\$58.51
Two Personnel, one vehicle and all standard signs, cones and bollards	\$91.56
Additional Traffic Controller	\$43.25
Weekday Night Works	
One Personnel, one vehicle and all standard signs, cones and bollards	\$75.54
Two Personnel, one vehicle and all standard signs, cones and bollards	\$126.61
Additional Traffic Controller	\$60.28
Weekend and/ or Public Holidays Overtime	
One Personnel, one vehicle and all standard signs, cones and bollards	\$75.54
Two Personnel, one vehicle and all standard signs, cones and bollards	\$126.61
Additional Traffic Controller	\$60.28



9.2 DIRECTOR DEVELOPMENT SERVICES

Nil.

9.3 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.3.1 ACCOUNTS FOR PAYMENT	
Reporting Officer / Officer's Interest:	Joe Dineley, Senior Finance Officer / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 20/10/14	File No.: 1/3
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached:	Yes	Appendices Numbers:	9.3.1
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OFFICER RECOMMENDATION

That Vouchers numbered:

<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>TOTAL \$</u>
Municipal	Cheques 7819 - 7854	\$38,011.78
Trust (Cheque/EFTs)	EFT 18970 Cheque 11040	\$1505.40
Electronic Transfers Municipal Fund	EFT 18969 to 19111	\$413,615.54
Direct Wages	01/9/2014 – 30/9/2014 inclusive	\$175,545.54
GRAND TOTAL:		<u>\$628,678.26</u>

and attached at Appendix 9.3.1 be endorsed.



9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Financial Services / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook - Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 17/9/14	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	N/A
Statutory Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management"	
Voting Requirements	Simple Majority

Appendices Attached:	Yes	Appendices Numbers: 9.3.2A
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OFFICER RECOMMENDATION

That the Monthly Statements of Financial Activity for the period 1 July 2014 to 30 September 2014 at Appendix 9.3.2A be received and noted.



9.3.3 SHIRE OFFICE CLOSURE FOR THE CHRISTMAS PERIOD	
Reporting Officer / Officer's Interest:	Ashleigh Nuttall – Manager Financial Services; No Interest
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy Chief Executive Officer; No Interest
Proponent:	Not Applicable
Landowner:	Not Applicable
Date of Report: 1 October 2014	File No.: 44/2
Previous Reference:	Not Applicable
Policy Implications:	Not Applicable
Statutory Implications:	Not Applicable
Strategic Implications:	Not Applicable
Financial Implications:	Not Applicable
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management”	

PROPOSAL SUMMARY

To seeks Council’s endorsement for the closure of the Administration office during the Christmas and New Year holiday period from close of business Wednesday 24 December 2014 and reopen Monday 5 January 2015

BACKGROUND/INITIAL COMMENTS

It is proposed that Council consider the closure of the Administration office from close of business Wednesday 24 December 2014 and reopen Monday 5 January 2015.

During this period there is minimal requirement of customer service and administration needs to the community. It has been discussed with a number of staff that believe there is little or no benefit of the Administration office being open during this period, as majority of enquires in previous years have been of a non-urgent nature, or enquires of the refuse site and pick up information which will be advertised widely leading up to the holiday period. It would be a welcomed gesture from Council to acknowledge the efforts of the team by agreeing to close the office during this time.

The following time line shows that there is 4 non-public holiday days that the office will be closed for;

25 December 2014 Thursday	-	Public Holiday
26 December 2014 Friday	-	Public Holiday
29 December 2014 Monday	-	Propose to Close
30 December 2014 Tuesday	-	Propose to Close
31 December 2014 Wednesday	-	Propose to Close
1 January 2015 Thursday	-	Public Holiday
2 January 2015 Friday	-	Propose to Close

If Council accepts this proposal it can be assured that emergency contact details for each department will be advertised leading up to this period as well as a plan of action in the instance that something unforeseen were to occur. The closure will be communicated to the community well in advance through newsletter/paper, posters, messages on hold, and the Shire’s website.



The Works Depot will be closed throughout this period though a skeleton crew will be maintained and the Rangers will be rostered on as normal.

All staff members who want to take advantage of this close down period will need to have accrued leave which will cover the 4 non-public holiday days. If an employee has no accrued leave this time off will be leave without pay.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

Nil

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Nil

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

In previous years other Local Governments were consulted and 90% close their administration office between Christmas and New Years

Some of the central reasons that the majority of Council's take this action is; it is a gesture from Council as well as Executive officer to recognise the efforts of staff from the year past, this time of the year is quite due to members of the public away on holidays and it is a good time for staff to have a break and spend time with family.

It is proposed that Council endorse the closing of the Administration office during the Christmas and New Year's break.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council authorises the closure of the Shire Administration office on the following days in addition to standard public holidays;

- **Monday 29 December 2014**
- **Tuesday 30 December 2014**
- **Wednesday 31 December 2014**
- **Friday 2 January 2015**

9.3.4 ANNUAL AUDIT 2013/2014	
Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy Chief Executive Officer / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy Chief Executive Officer / Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report: 21 October 2014	File No.: 15/1
Previous Reference:	Nil
Policy Implications:	N/A
Statutory Implications:	Local Government Act 1995 and Audit Regulations
Strategic Implications:	Nil
Financial Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management”	

PROPOSAL SUMMARY

The Council's annual audit for 2013/14 has now been finalised by the Council's auditor Mr Tim Partridge from AMD Bunbury.

The auditor has advised that the accounts have been presented to a very high standard with no areas of concern in relation to statutory compliance.

Details of management issues, suggestions etc are contained within a separate report and are addressed on an ongoing basis. Staff are pleased to advise that no issues requiring Council's attention were identified during the audit.

A copy of the 2013/14 Annual Accounts together with the audit report are attached at **APPENDIX 9.3.4.**

Following adoption of the official audit report the document and Annual Financial Statements will be presented to the Electors.

It is also a requirement that a copy of the audit report and Financial Statements be forwarded to the Dept of Local Government.

BACKGROUND/INITIAL COMMENTS

The Council is required to prepare its annual accounts by September 30 each year. This is followed by formal acceptance of the Audit report and subsequent incorporation of the audit report into the Annual Report which is to be presented to the Electors.

PLANNING – STRATEGIC IMPLICATIONS

None Applicable



REFERRALS

None Applicable

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

None Applicable

POLICY ISSUES/IMPLICATIONS

None Applicable

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

In accordance with section 6.4 of the Local Government Act 1995 the Council is required by the 30th September each year to submit its accounts to the auditor.

LEGAL ISSUES/IMPLICATIONS

Non Applicable

COMMUNITY CONSULTATION

In accordance with Statutory requirements of both the Local Government Act 1995 and Audit Regulations.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

A full set of the audited Annual Financial Statements will be included within the “Annual Report” which is to be presented to Electors at the Annual meeting of Electors proposed to be held on Tuesday 16th December 2014 (following the December Ordinary Council meeting).

The Councils Finance and Audit Committee are also required to meet with the Auditor on an annual basis. This is expected to take place immediately prior to the December Ordinary Council meeting.

Appendices Attached:	Yes	Appendices Numbers:	9.3.4
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VOTING REQUIREMENTS

Simple Majority



OFFICERS RECOMMENDATION

- 1. That the Annual Financial Statements for the books of account for the Shire of Waroona, for the 2013/2014 financial year, as appended be received.**
- 2. That the Audit Report for the books of account for the Shire of Waroona, for the 2013/14 financial year, as appended be received.**
- 3. That the Council records its appreciation to the Manager Financial Services and all Finance staff on the excellent presentation of the Council's accounts.**

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 2014 REVIEW OF COUNCIL POLICY MANUAL, DELEGATIONS REGISTER AND CODE OF CONDUCT FOR ELECTED MEMBERS AND STAFF	
Responsible Officer / Officer's Interest:	Ian Curley – Chief Executive Officer/Nil
Proponent:	N/A
Landowner:	N/A
Date of Report: 20/10/2014	File No.: 1/1
Previous Reference:	N/A
Policy Implications:	Council is required to review the Policies and Delegations once in every financial year.
Statutory Implications:	Council is required to review the Policies and Delegations once in every financial year.
Strategic Implications:	Policies may form part of Council’s strategic vision
Financial Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management”	

PROPOSAL SUMMARY

To review Council Policies, review and endorse Delegations to the Chief Executive Officer and re-adopt Council’s Code of Conduct for Elected Members and Staff.

BACKGROUND/INITIAL COMMENTS

1. Council’s Policy Manual - a number of minor changes are proposed for Council’s policies listed at **Appendix 9.4.1A**. The list is to be read in conjunction with the current Policy Manual.
2. The Delegations Register list at **Appendix 9.4.1B** contains delegations that have previously been authorised by Council and are recommended for re-endorsement.
3. The Council’s Code of Conduct for Elected Members and Staff listed at **Appendix 9.4.1C** is recommended for re-adoption without modification.

PLANNING – STRATEGIC IMPLICATIONS

As above.

REFERRALS

N/A

COMMUNITY CONSULTATION

N/A

Appendices Attached:	Yes	Appendices Numbers: 9.4.1A, B, C
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VOTING REQUIREMENTS

Absolute Majority

OFFICERS RECOMMENDATION

That Council review and endorse the modifications to the Council Policy Manual and adopt the new Policies as proposed at *Appendix 9.4.1A*, endorse the Delegations Register and new delegations included at *Appendix 9.4.1B* and re-adopt the Council's Code of Conduct for Elected Members and Staff included at *Appendix 9.4.1C*.

9.4.2 DECEMBER, JANUARY & FEBRUARY COUNCIL MEETINGS /ANNUAL ELECTORS MEETING	
Reporting Officer / Officer's Interest:	Ian Curley – Chief Executive Officer/Nil
Responsible Officer / Officer's Interest	Ian Curley – Chief Executive Officer/Nil
Proponent:	Not Applicable
Landowner:	Not Applicable
Date of Report: 21 October 2014	File No.: 35/1
Previous Reference:	OCM 11/10/127 (October 2011) & OCM 12/10/119 (October 2012), OCM13/10/112 (October 2013)
Policy Implications:	Council policy 1.13
Statutory Implications:	Nil
Strategic Implications:	Nil
Financial Implications:	Nil
LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management”	

PROPOSAL

To set the date and time for the December 2014 Council meeting and the 2014 Annual Electors Meeting, and consider the need for a January 2015 meeting.

BACKGROUND

The December 2014 Council meeting is scheduled for Tuesday 23 December 2014 and it is recommended that the meeting be held one week prior to the scheduled day, on Tuesday 16 December 2014 commencing at 4.00pm.

It is suggested that the Annual Electors Meeting be held at 6.00pm on the same day as the December Council meeting, as occurred last year.

The January 2015 Council meeting is scheduled for Tuesday 27 January 2015. Council, generally, does not hold a January meeting and brings forward the February meeting. If urgent business arising during this period a Special Council meeting can be held.

A similar close-down period was observed in 2013.

Appendices Attached:	No	Appendices Numbers:
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VOTING REQUIREMENTS

Simple Majority



OFFICER RECOMMENDATION

That Council give public notice of the following schedule for coming meetings:

- 1. December 2014 Council meeting to be held on Tuesday 16 December 2014 commencing at 4:00pm.**
- 2. 2013/14 Annual Electors meeting to be held on Tuesday 16 December 2014 commencing at 6:00pm.**
- 3. No January 2015 Council meeting be held.**
- 4. February 2015 Council meeting to be held on Tuesday 17 February 2015 commencing at 4.00pm.**

10. CONFIDENTIAL REPORTS

Nil.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING

12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION

12.1 ELECTED MEMBERS

12.2 OFFICERS

13. CLOSURE OF MEETING