SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

AGENDA

and

Notice of Ordinary Council Meeting

to be held on

Tuesday, 22 October 2024

in the

Council Chambers
11-13 Waldeck Street, Dongara

6.00pm – Ordinary Council Meeting

AGENDA & BUSINESS PAPERS

Welcome to the Ordinary Council Meeting of the Shire of Irwin.

Please be advised that with the adoption of Policy CP46 Agenda Forum Meetings on 23 April 2024, the Agenda Briefing will no longer be taking place.

Agenda Forums and Ordinary Council Meetings will be held on the following dates in the Council Chambers at 11-13 Waldeck Street, Dongara.

DATES	
Agenda Forum - 5.00pm	**Ordinary Council Meeting – 6.00pm**
15 October	22 October
19 November	26 November
3 December	9 December (Monday)

Members of the public are most welcome to attend the Agenda Forums and Ordinary Council Meetings.

Disclaimer

The Shire of Irwin advises that the purpose of an Ordinary Council Meeting is to discuss and, where possible, make resolutions about items appearing in the agenda. No person should rely or act on the basis of any decision, advice or information provided by an Elected Member or Officer, or on the content of any discussion occurring during the course of the meeting. No person should rely on the decisions made by Council until formal written advice of the Council is received by that person.

The Shire of Irwin expressly disclaims any liability for any loss or damage whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Agenda Forums, Council or Committee Meetings.

An audio record will be made of these proceedings to assist in the taking of minutes.

Shane Ivers
CHIEF EXECUTIVE OFFICER
18 October 2024



Council Meeting Information

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee, Working Party or Steering group to examine specific subjects and then report to Council.
3. Generally, all meetings are open to the public. Occasionally Council will be required to deal with personal, legal and other sensitive matters and on these occasions, Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. **Public Question Time**: It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions, the period can be extended at the discretion of the Presiding Member. If presenting questions to Council please note the following, as guided by the *Shire of Irwin Meeting Procedures Local Law 2016*:
    - Public Question Time occurs early in the meeting so please arrive at least 5 minutes before the advertised meeting start time (Ordinary Meetings are scheduled for a **6.00pm** start, unless otherwise advised).
    - Record your full name and suburb of residence on the Attendance Form available in the public seating area.
    - When invited by the Presiding Member to ask your question/s, please state your full name for the benefit of the minute taker and those present.
    - Only questions can be addressed to Council, not statements.
    - A minimum of 15 minutes is allocated to Public Question Time. A member of the public has 2 minutes to submit a question.
    - You may ask up to 2 questions before other members of the public will be invited to ask their questions to ensure all have an equal and fair opportunity to ask questions.
    - The Presiding Member may elect for written questions to be responded to as normal business correspondence.
    - The Presiding Member may decide that a question shall not be responded to where:
        - the same or similar question has been asked at a previous meeting and a response has already been provided;
        - a statement has been made and is not reformed into a question; or
        - a question is offensive or defamatory in nature and is not reformed into a question.
    - A question may be taken on notice by Council for a later response. Responses will be provided in writing to the member and a summary will be included in the agenda of the next Ordinary Meeting of Council.
    - Members of the public are encouraged to raise matters relating to operations and administration through the Shire's Customer Request System.
    - At a Special Meeting of Council, only questions relating to the purpose of that meeting may be raised.
    - Should you wish to provide written questions prior to the meeting so that an appropriate response can be prepared, please submit them at least seventy-two (72) hours prior to the Council meeting at which you wish them to be presented.
5. Agendas for Ordinary Meetings of Council are available to the public from the Shire of Irwin Administration Centre or via the Shire's website www.irwin.wa.gov.au seventy-two (72) hours prior to the meeting.
6. Public Inspection of Unconfirmed Minutes will be available for public inspection at the Shire of Irwin Administration Centre or via the Shire's website www.irwin.wa.gov.au within ten (10) working days after the Meeting.

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AGENDA

of the

ORDINARY COUNCIL MEETING

to be held

22 October 2024

Commencing at 6.00pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M Leonard	President
Councillor B Wyse	Deputy President
Councillor I Scott	
Councillor E Tunbridge	
Councillor P Summers	
Councillor J Melsom	
Councillor A J Gillam	

Staff

Mr S D Ivers	Chief Executive Officer
Miss P Machaka	Manager Finance
Mr M Connell	Manager Development
Ms F Boksmati	Acting Manager Community Services
Mr M Jones	Manager Operations
Mr S Stubbs	Community Emergency Services Manager
Ms S Mearns	Executive Assistant

Guests

Apologies

Approved Leave of Absence

Gallery

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. DECLARATIONS OF INTEREST

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS AND DEPUTATIONS

8. CONFIRMATION OF MINUTES AND TABLING OF AGENDA FORUM NOTES

8.1 Minutes of the Ordinary Council Meeting held 24 September 2024

The Minutes of the Ordinary Council Meeting held 24 September 2024 are included in the *Attachment Booklet – October 2024*.

OFFICER RECOMMENDATION:
That Council confirms the Minutes of the Ordinary Council Meeting held 24 September 2024.

8.2 Agenda Forum Notes 15 October 2024

At the Agenda Forum held 15 October 2024, Shire Officers presented background information and answered questions on Items to be considered at the October Ordinary Council Meeting. Notes from the Agenda Forum are included in the *Attachment Booklet – October 2024*.

OFFICER RECOMMENDATION:
That Council confirms that the Agenda Forum was held on 15 October 2024.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

10. REPORTS

10.1 Officer Reports

CORPORATE AND COMMUNITY	CC01-10/24
Subject:	**CC 01-10/24 Accounts for Payment**
Author:	**S Clarkson, Senior Finance Officer**
Responsible Officer:	**P Machaka, Manager Finance**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

☐	**Advocacy**	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	**Executive**	The substantial direction setting and oversight role of the Council e.g., performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	**Legislative**	Includes adopting local laws and local planning schemes.
☐	**Review**	When Council reviews decisions made by Officers.
☐	**Quasi-judicial**	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g., local planning applications, building permits, other permits/licences (e.g. under the Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to receive the list of accounts paid under delegated authority during September 2024.

Background:
A list of accounts paid under delegated authority is attached showing all payments made during the month of September 2024.

Officer's Comment:
Nil

Consultation:
Nil

Statutory Environment:
The *Local Government (Financial Management) Regulations 1996* provides as follows:
13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
(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 CEO101 Council has delegated authority to the Chief Executive Officer to authorise payments from the municipal or trust fund.

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – October 2024
CC01-10/24 Attachment 1: Accounts for Payment – September 2024

OFFICER RECOMMENDATION:

That Council, by Simple Majority, receives the Accounts paid during September 2024 as contained in CC01-10/24 Attachment 1 of the Attachment Booklet – October 2024, represented by:

Payment Type/Numbers	Total Amount
EFT 32455 – 32622	**$850,623.04**
Muni Cheques – 32211 – 32214	**$25,893.75**
Direct Debit – Telstra	**$4,620.71**
Direct Debit – WA Treasury Corporation	**$34,472.51**
Direct Debit – Credit Card	**$21,639.11**
Direct Debit – N-Able Pty Ltd	**$1,016.06**
Direct Debit – Australian Phone Company	**$225.23**
Direct Debit – Rental Charges	**$4,600.00**
Direct Debit – Insurance Premium Repayments	**$45,929.68**
Direct Debit – Vestone Capital Pty Ltd	**$10,554.20**
Direct Debit – Superannuation	**$54,745.21**
Grand Total	**$1,054,319.50**

CORPORATE AND COMMUNITY	CC02-10/24
Subject:	**CC 02-10/24 Monthly Financial Statements for the Period Ended 31 August 2024**
Author:	**P Machaka, Manager Finance**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.00057**
Voting Requirements:	**Simple Majority**

Council Role:

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Report Purpose:
For Council to consider and receive the Monthly Financial Statements for the period 1 July 2024 to 31 August 2024.

Background:
The Monthly Financial Statements to 31 August 2024 are prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and includes the following statutory reports:

- Statement of Financial Activity by Nature
- Statement of Financial Position
- Explanation of Material Variances
- Net Current Funding Position

The Statements also include various other financial information not required by legislation, but for Council information.

Officer's Comment:
The financial position to the end of August 2024 is detailed in the attached report and summarised as per below:

31/08/2024	YTD Budget	YTD Actual	Variance YTD to Budget
Operating Revenue	8,345,418	8,425,320	1%
Operating Expenditure	(2,205,055)	(1,116,230)	-49%
Net Operating	6,140,363	7,309,090	
Non-Operating Revenue	52,970	52,970	0%
Non-Operating Expenditure	(350,043)	(211,992)	-39%
Net Non-Operating	(297,073)	(159,022)	
Cash at Bank		(26,506)	
Cash at Bank Restricted		622,272	
Reserve Bank		1,306,532	
Total Cash Funds		1,902,298	

Consultation:
Nil

Statutory Environment:
Local Government Act 1995

- *Section 6.4 Financial report*

Local Government (Financial Management) Regulations

- *Section 34 Financial activity statement report provides as follows:*

(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 must be shown according to the nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -

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

Policy Implications:
Nil

Financial/Resource Implications:
Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – October 2024
CC02-10/24 Attachment 1: Financial Statements for the Period Ended 31 August 2024.

OFFICER RECOMMENDATION:
That Council by Simple Majority, receives the Monthly Financial Statements for the period 1 July 2024 to 31 August 2024 as contained in Attachment Booklet – October 2024.

DEVELOPMENT SERVICES	ID01-10/24
Subject:	**ID 01-10/24 September 2024 Development Delegated and Authorised Authority Report**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.00125**
Voting Requirements:	**Simple Majority**

Council Role:

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Report Purpose:
For Council to receive the September 2024 Development Delegated and Authorised Authority Report.

Background:
Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focussing on the day-to-day operations of the Shire.

The use of delegated authority means the large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In addition, as of 1 July 2024, the determination of development applications for single houses or any development associated with a single house (excluding development associated with a heritage place), can now only be done by the CEO or authorised employees of the local government.

Officer's Comment:
This report presents the details of development functions made under delegated or authorised authority for the month of September 2024, with 5 building permits, 6 single house applications, 2 applications for development approval and 1 subdivision clearance having been issued.

Consultation:
Nil

Statutory Environment:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021 – 2031
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – October 2024
ID01-10/24 Attachment 1: September 2024 Development Delegated and Authorised Authority Report

OFFICER RECOMMENDATION:
That Council by Simple Majority, receives the September 2024 Development Delegated and Authorised Authority Report, as contained in ID01-10/24 Attachment 1.

DEVELOPMENT SERVICES	ID02-10/24
Subject:	**ID 02-10/24 Draft Caravans & Tiny Homes local planning policy**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0354**
Voting Requirements:	**Simple Majority**

Council Role:

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Report Purpose:
For Council to revoke policy 'P4 Temporary Accommodation' and advertise a new draft 'Caravans and Tiny Homes for Temporary Accommodation' local planning policy.

Background:
Changes to extend local government approval powers under the *Caravan Parks and Camping Regulations 1997* came into effect on 1 September 2024. These changes have extended the time frame local governments can approve temporary accommodation arrangements on private land.

Previously, local governments could only provide approvals for a maximum of 3 months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit.

As of 1 September 2024:

- No approval required if a person intends to camp on private property for 5 days or less.
- Applications for longer periods can seek approval from local government rather than the Minister for Local Government.
- Local governments can now approve all camping applications for up to 24 months.
- Applicants may re-apply to the local government on expiry of an approval.
- Local governments can revoke approvals if an applicant fails to meet the conditions of approval.
- All applicants will still need to satisfy the existing conditions for these approvals, including meeting health and safety requirements set out in the *Caravan Parks and Camping Grounds Regulations 1997.*

- Special approval from the Minister for Local Government will still be required if more than one proposed caravan or tiny home on wheels is proposed to be placed on a private lot.

Officer's Comment:
With the changes to the regulations it is appropriate that the Shire develop a local policy to ensure that the length and type of approved camping is appropriate to the area.

The Shire's previous policy 'P4 Temporary Accommodation' (contained in ID02-10/24 Attachment 1) is now obsolete, and it is proposed to revoke this policy.

A new draft local planning policy 'Caravans and Tiny Homes for Temporary Accommodation' (contained in ID02-10/24 Attachment 2) is proposed, and the key aspects of the policy are summarised as follows:

1. Stipulating that tenting (or similar) will not be approved in any areas.
2. Applications to comply with the Scheme and/or R-Codes requirements (e.g. setbacks).
3. Stipulating that a caravan will not be approved on vacant (smaller sized) residential lots in the urban area.
4. Prescribing servicing requirements in terms of waste, effluent disposal and potable water supply.
5. Detailing the information to accompany any application and the applicable fee.

Consultation:
Local planning policies are required to be publicly advertised for a period of not less than 21 days in accordance with the requirements of Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Statutory Environment:
Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the making, amending and revoking of local planning policies.

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:
Attachment Booklet – October 2024
ID02-10/24 Attachment 1: Policy P4 Temporary Accommodation
ID02-10/24 Attachment 2: Draft Caravans and Tiny Homes for Temporary Accommodation local planning policy

OFFICER RECOMMENDATION:
That Council, by Simple Majority: **1. Revoke local planning policy 'P4 Temporary Accommodation' as contained in ID02-10/24 Attachment 1.**

2. **Advertise the draft 'Caravans and Tiny Homes for Temporary Accommodation' local planning policy as contained in ID02-10/24 Attachment 2.**

3. **Proceed with the draft 'Caravans and Tiny Homes for Temporary Accommodation' local planning policy as contained in ID02-10/24 Attachment 2 should no objections be received following the advertising period.**

4. **Should any objections be received following the advertising period then require a further report to be presented to Council.**

DEVELOPMENT SERVICES	ID03-10/24
Subject:	**ID 03-10/24 Short-Term Rental Accommodation local planning policy**
Author:	**M Connell, Manager Development**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**3.0354**
Voting Requirements:	**Simple Majority**

Council Role:

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Report Purpose:
For Council to advertise a draft 'Short-Term Rental Accommodation' local planning policy.

Background:
Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property or part of a property to paying guests for stays of up to 3 months in duration. This type of accommodation, which is usually booked through online platforms, is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays.

STRA is either ***hosted*** – where the host lives on the property during the short-term stay (for example a bed and breakfast), or ***unhosted*** – where guests have exclusive use of an entire dwelling (for example a holiday home).

The State Government has introduced legislation (*Short-Term Rental Accommodation Act 2024*) to improve regulation around the STRA sector. As of 1 January 2025, all STRA properties must be registered.

Amendments have been made to the *Planning and Development (Local Planning Schemes) Regulations 2015* to provide greater consistency and certainty about whether a planning approval is needed for STRA proposals. They also introduce a consistent set of definitions for STRA to be used within all local government planning schemes, to ensure that STRA is treated as a specific type of land use.

Officer's Comment:
One of the key changes introduced on 18 September 2024 with the amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015,* is that hosted STRA will be exempt from the requirement to obtain development (planning) approval as the primary owner or occupier of the residence remains onsite for the duration of a guest's stay. This means they can manage any issues that may arise, such as noise or parking, and is therefore considered to have very minimal impact on residential amenity and housing.

Each local government has the flexibility to determine planning approval requirements for other forms of STRA based on local conditions and needs. A new draft local planning policy 'Short-Term Rental Accommodation' (contained in ID03-10/24 Attachment 1) is proposed, and provides details and guidance on the following the key aspects:

- Location
- Number of guests
- Complaints management
- Guest check-in and check-out procedures
- Access and parking
- Signage
- Waste management
- Management plans
- Application information
- Fees
- Time limited approvals

Consultation:
Local planning policies are required to be publicly advertised for a period of not less than 21 days in accordance with the requirements of Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Statutory Environment:
Part 2, Division 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides for the making, amending and revoking of local planning policies.

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future - Strategic Community Plan 2021 – 2031
Strategy 2.1.1 Continuously improve approval processes.

Attachments:
Attachment Booklet – October 2024
ID03-10/24 Attachment 1: Draft Short-Term Rental Accommodation local planning policy

OFFICER RECOMMENDATION:

That Council, by Simple Majority:

1. **Advertise the draft 'Short-Term Rental Accommodation' local planning policy as contained in ID03-10/24 Attachment 1.**

2. **Proceed with the draft 'Short-Term Rental Accommodation' local planning policy as contained in ID03-10/24 Attachment 1 should no objections be received following the advertising period.**

3. **Should any objections be received following the advertising period then require a further report to be presented to Council.**

OFFICE OF CEO	CEO01-10/24
Subject:	**CEO01-10/24 Ordinary Council Meeting Dates 2025**
Author:	**S Mearns, Executive Assistant**
Responsible Officer:	**S Ivers, Chief Executive Officer**
File Reference:	**2.0073**
Voting Requirements:	**Simple Majority**

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Report Purpose:
For Council to consider and set the Agenda Forum and Ordinary Council Meeting dates for 2025.

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

In the past, Council has held Ordinary Council Meetings on the fourth Tuesday of each month except for January and December. In 2024, there was no Ordinary Council Meeting scheduled for January.

At the Ordinary Council Meeting held on 23 April 2024, Policy CP46 Agenda Forum Meetings was adopted. In line with the adoption of this Policy, Agenda Briefings which had previously been held immediately prior to an Ordinary Council Meeting, have been replaced with an Agenda Forum which is held a week prior to the Ordinary Council Meeting.

The purpose of the Agenda Forum is for Council to discuss and ask questions related to listed agenda items prior to the Ordinary Council Meeting. The introduction of the Agenda Forum provides additional time for community members and council members to become familiar with listed agenda items.

Officer's Comment:
It is recommended to hold Ordinary Council Meetings for 2025 on the fourth Tuesday of each month, except in January and December.

As per last year's schedule, it is recommended that there be no Ordinary Council Meeting in January 2025.

The December 2025 Ordinary Council Meeting is recommended to be held on the second Monday in December to allow staff sufficient time to take appropriate action in regard to any Council decisions and prepare the minutes before the Christmas New Year closure period. The reason for the December meeting being proposed for the Monday rather that the Tuesday is due to the Dongara District High School's end of year presentation night generally being scheduled on the second Tuesday of December each year. This is a conflict as many Councillors have children that attend the school or they attend the presentations as a representative of Council.

The approval of accounts for payment and financial statements normally provided in January would be scheduled for consideration at the February 2025 meeting. With regards to the presentation of statements of financial activity to Council, Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, provides 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.

It has recently been announced that the 2025 WALGA Local Government Conference is scheduled to be held the week commencing Monday 22 September 2025. It is therefore proposed that the September Ordinary Council Meeting be held on Tuesday 30 September 2025.

To improve community engagement whilst maximising knowledge and information sharing, it is proposed to continue with the existing format for meetings of Council:

Third Tuesday of the Month at 5.00pm (except January and December)

- Agenda Forum *(open to the public)*
- Councillor Discussion Session *(closed to the public)*

Fourth Tuesday of the Month at 6.00pm (except January, September and December)

- Ordinary Council Meeting *(open to the public)*
- Councillor Information Session *(open to the public)*

Consultation:
Nil

Statutory Environment:
Local Government Act 1995

Local Government (Administration) Regulations 1996
- Regulation 12

Local Government (Financial Management) Regulations 1996
- Regulation 34

Policy Implications:
Nil

Financial/Resource Implications:
Nil

Strategic Implications:
Our Brilliant Future – Strategic Community Plan 2021-2031.
Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles.

Attachments:
Nil

OFFICER RECOMMENDATION:

That Council hold the 2025 Agenda Forums and Ordinary Council Meetings in accordance with the following schedule:

Agenda Forum Tuesday - 5.00pm	Ordinary Council Meeting Tuesday - 6.00pm
18 February	25 February
18 March	25 March
15 April	22 April
20 May	27 May
17 June	24 June
15 July	22 July
19 August	26 August
16 September	30 September
21 October	28 October
18 November	25 November
2 December	8 December (Monday)

10.2 Committee Reports

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

13. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

14. MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC

15. CLOSURE