



ATTACHMENTS TO COUNCIL ITEMS

Part 3 – Office of the CEO and Council Committee Minutes

ORDINARY COUNCIL MEETING

23 May 2017

ATTACHMENT:CEO01

Approval for Extraordinary Election to be consolidated with Ordinary
Election – Councillor Resignation

AV. CO
ICR1732520 16 MAY 2017

Brand Mechanical

From: Brand Mechanical <brandm@wn.com.au>
Sent: Monday, May 15, 2017 11:23 AM
To: crwest@irwin.wa.gov.au
Cc: ceo@irwin.wa.gov.au
Subject: resignation

Hi Ian and Darren,

Having given consideration to my workload, my various other work activities on our property here in Bonniefield and on our farm in Bridgetown and Boyup Brook I have concluded that my time is spread too thin to continue as a councillor on the Shire of Irwin. I had intended to resign prior to nominations being called for this year's elections, however as I'm coming into an extremely busy period that will involve overseas work it is better that it be done now. It has always been difficult for me to work in the electronic age when our landline internet at home is extremely poor and wireless internet non-existent. I only get emails and information when I bring the council ipad to town and sometimes that is immediately prior to a meeting. Unfortunately it is not practical to have the ipad with me at all times during my working day.

It is not appropriate for me to attend tonight's budget meeting under these circumstances so please accept my apologies.

I wish the CEO, Darren, and all staff and councillors well for the future.

I will return my ipad to the shire office tomorrow (Tuesday) morning.

Regards

Mal Meares

Signed hard copy of above to follow.

Brand Mechanical Services
4 Moore Rd, PO Box 461
Dongara WA 6525
PH: (08) 9927 1458



15/5/2017

ATTACHMENT:9.2.1
Roadwise Committee – 23 March 2017



**MINUTES FOR THE IRWIN ROADWISE COMMITTEE
MEETING HELD AT THE SHIRE COUNCIL CHAMBERS,
11-13 WALDECK ST, DONGARA
ON MONDAY 27 MARCH 2017 COMMENCING AT 2.00PM**

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

PRESENT:	Members	Cr Bronwen Scott	Shire of Irwin (Chairperson)
		Stacey Pratt-King	Shire of Irwin (Minute Taker)
		Stephanie Clarkson	Shire of Irwin
		Kate McConkey	SEDERA
		Sarah Page	MRWA – Via Telephone
		Michael Butcher	Dongara Volunteer Fire Brigade
		Fran McAllen	Dongara Volunteer Fire Brigade
		Samantha Adams	Roadwise

APOLOGIES: Cr Mike Smith Shire of Irwin

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 2pm and welcomed all present to the meeting.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

An apology was received from Cr Smith.

3. CONFIRMATION OF MINUTES

4.1 MINUTES OF THE IRWIN ROADWISE COMMITTEE MEETING HELD ON 23 JANUARY 2017

A copy of the Minutes of the Irwin Roadwise Committee Meeting held on the 23 January 2017 was provided to all Committee Members under separate cover.

IRWIN ROADWISE COMMITTEE DECISION:

MOVED: Fran McAllen

SECONDED: Stephanie Clarkson

That the Minutes of the Irwin Roadwise Committee Meeting, held on 23 January 2017, be confirmed as a true and accurate recording of that meeting.

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Indian Ocean Drive – 80km Speed restriction signage

Main Roads standards recommend an 80 km/h speed limit is applied 300m prior to the railway crossing. Relocating the speed zone to encompass the northern curve will bring the 80m/h speed limit over 1km long in length.

Extending the speed zone will more than likely lead to higher levels of noncompliance to the speed limit, particularly for northbound traffic.

The 80km/h sign on the outside of curve is visible 210m away, the inside 80 sign is visible 170m. This railway crossing is no longer operational and is only used to carryout maintenance activities.

Taking the above into consideration, the existing locations of the 80km/h - 110 km/h speed signage on this section of Indian Ocean Dr is considered appropriate.

With no further action required this item was closed.

5.2 Driver Reviver

The Lions Club recently provided advice to the Committee that they would not be operating the Driver Reviver Trailer any more. The Committee to discuss options with other groups such as St John Ambulance to determine if there was any interest.

5.3 Roadwise Action Plan & Road Safety Commission Project Grant

The draft Action Plan has been finalised, Stacey to provide a copy to members for final review, ensuring that there are no concerns regarding timing of events. Committee members were asked to provide feedback within 5 business days to ensure the Project Grant Application through the Road Safety Commission could be amended and submitted.

Sam provided an update from the Road Safety Commission regarding the next funding round.

Stacey to ensure that provisions for a new SAM Trailer are included in the grant application with the understanding that a Council contribution of 50% would be requested through the 2017/18 budget process. If the above is approved the Shire would benefit through the displaying of road safety messages, community events/notices and traffic management.

ACTION: Stacey to review the RSC grant application to ensure that provisions for a new SAM trailer are included and progress submission of the application.

5.5 Draft Terms of Reference

Terms of Reference still to be drafted.

ACTION: Stacey to collate Terms of Reference and provide to committee members for comments prior to May 2017 meeting.

6. REPORTS

Generally if a decision is required on significant matter or project then an Agenda report is to be prepared with a Member recommendation and presented to the Committee for a recommendation to go to Council

7. GENERAL BUSINESS

To improve meeting procedures and efficiency, only items submitted 7 days prior to the meeting and agenda preparation, as listed should be discussed at the meeting. A decision of the Committee can only occur if a Committee Motion is moved at the meeting resulting from an item of General Business

7.1 Readiness to Travel – Dongara Tyrepower

Bronwen updated the Committee on the Readiness to Travel project held on Saturday 4 March 2017 at Dongara Tyrepower and Memorial Park. While there was a low

turnout of vehicles the day was still considered a success with many lessons learnt for the future.

Bronwen thanked everyone for their assistance on the day with a special mention for the Dongara Tyrepower who kindly donated their time and consumables to the project.

For future consideration, Bronwen suggested reviewing the time of day the event was held whilst increasing signage and advertising through various mediums to raise a greater awareness. Readiness to Travel services routinely offered by the local automotive service providers could be promoted through the Brilliant Blend Bulletin and Webpage

7.2 Roadside Verge Litter Problem Areas

Bronwen provided feedback regarding a recent outing where local volunteers cleaned up litter along the roadside verge. Bronwen raised questions with Sarah Page from Main Roads regarding MRWA requirements regarding roadside verge clearing. Sarah agreed to seek clarification on the correct process for scheduling activities and the collection of rubbish.

Sarah provided the below advice:

Can I do a clean-up on a main road?

Yes, in some locations. Keep Australia Beautiful has a partnership with Main Roads WA (MRWA) to support volunteer groups in the regions to clean up on roads managed by MRWA. Adopters must be covered by KAB insurance and MRWA must give approval before a clean-up can commence. As part of the approval the volunteer group supervisor must undergo a safety induction. Note: roads under the jurisdiction of MRWA in the metropolitan area are considered high risk and permission will not be granted for clean-ups. Read more on the process for approval.

7.3 Kalbarri Regional Travel Passport

Sam updated the Committee on the passport project coordinated through Kalbarri Roadwise including design requirements, messages, the mascot and size (A5).

Stacey advised the Committee that information had been collated by Shire staff and provided to Sam for inclusion in the Regional Travel Passport.

ACTION: Stacey to distribute the Irwin Roadwise information collated by the Shire of Irwin Customer Service Officers to all members for review.

7.4 Regional Project Updates

Sam

- Electronic variable message signs are available for use through Perth Roadwise, the Shire to arrange transport one way.

Kate

- Keys for Life training scheduled for Thursday 30 March 2017 including community online program and school program.
- Meeting with DDHS completed and Keys for Life program under way.
- LDGA Geraldton now have a 5m X 5m screen and capacity to screen movies, may be of use to the Roadwise Committee.

8. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

To avoid adhoc discussion, matters raised must be considered urgent by the Chair or Committee. A decision of the Committee can only occur if a Committee Motion is moved at the meeting resulting from an item of General Business.

9. NEXT MEETING

The next meeting date was revised to Monday 29 May 2017.

10. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 2.48pm.

ATTACHMENT:9.2.2

Asset Management Advisory Committee – 10 May 2017



MINUTES FOR THE ASSET MANAGEMENT ADVISORY COMMITTEE MEETING TO BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 10 MAY 2017 AT 8:30AM

PRESENT:	Members	Representative Group
	Cr S Gumley	Council
	Cr M T Smith	Council
	Cr B R Thompson	Council

Staff

Mr G Peddie, Director Corporate and Community
Mr S Ivers, Manager Technical Services
Mrs S Pratt-King, Coordinator Technical Services (Minute Taker)

APOLOGIES: Mr D Simmons, Chief Executive Officer
Cr I F West
Ms S van Aswegen, Director Planning Infrastructure

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
 3. MINUTES OF THE ASSET MANAGEMENT ADVISORY COMMITTEE MEETING HELD ON 10 APRIL 2017.

A copy of the Minutes of the Asset Management Advisory Committee Meeting held on 10 April 2017 was provided to all Committee Members under separate cover.

ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:

MOVED: Cr Gumley

SECONDED: Cr Smith

That the Minutes of the Asset Management Advisory Committee Meeting, held on 10 April 2017, be confirmed as a true and accurate recording of that meeting.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

4.1 Action Status Report

The Action Status Report was provided to the AMAC Committee, updating members on progress of outstanding items from previous meetings. The report was received by the Committee.

5. REPORTS

5.1 Capital Works Project Report

The May Capital Works Project Report was provided to the Committee members for information purposes. The report was received by the Committee.

6. DISCUSSION ITEMS

6.1 Disposal of the John Deere Grader

The Committee reviewed the April ordinary Council meeting recommendation relating to the disposal of the John Deere Grader.

Further consideration was given to the retention of the John Deere Grader for firefighting purposes. Given the age, condition, and ongoing maintenance costs to ensure the grader remains operational all present supported the disposal of the grader by public auction.

ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION:

MOVED: Cr Gumley

SECONDED: Cr Smith

Giving consideration to the age, condition and ongoing maintenance requirements of the John Deere Grader, Council resolve to dispose of the equipment by public online auction.

6.2 Asset Management Strategy and Policy

The Manager Technical Services provided a brief overview of the Asset Management framework and role within the organisation.

Key points within the Strategy were outlined to the Committee and Council members were asked to review the documents in detail prior to consideration at the 12 June 2017 AMAC meeting. The documents once reviewed by the AMAC would be provided to Council for review/endorsement.

ACTION: AMAC Council members to review the AM Policy and Strategy prior to the 12 June 2017 meeting.

7. INFORMATION ITEMS

7.1 Regional Road Group Reference Information for Elected Members

Mid-West Regional Road Group information for elected members was provided to the Committee for information purposes.

7.2 Project Initiation Form – Irwin River Canoe Launch

To raise awareness of the upcoming construction of a canoe launch along the Irwin River the Project Initiation Form (PIF) was provided to the Committee. All present supported the proposed launching site as presented in the PIF and requested that the design, once obtained, be provided to Council for their consideration at the June forum meeting.

ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:

MOVED: Cr Thompson

SECONDED: Cr Gumley

The Asset Management Advisory Committee endorses the Irwin River Canoe Launch Project Initiation Form, including the proposed site location and requests a design be provided to the June Council Forum for consideration prior to implementation.

8. FUTURE AGENDA ITEMS

8.1 Irwin River Footbridge

A request was received to include the proposed Irwin River Footbridge on the 12 June 2017 meeting agenda for discussion.

9. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 9.40am.

ATTACHMENT:9.2.3

Tidy Towns Sustainable Committee – 11 May 2017



TIDY TOWNS SUSTAINABLE COMMITTEE MINUTES OF MEETING

Held at the Shire Administration,
11-13 Waldeck St, Dongara on

11 MAY 2017 COMMENCING AT 3.00PM

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

PRESENT: Members Cr Bronwen Scott (Chairperson)
Mary Yewers
Suzette Van Aswegen
Yvette Robb

GUESTS: Sarah Samulkieqicz

APOLOGIES: Cr Sandra Gumley
Cr Mark Leonard
Jenny Fox
Donna Rayner
Vanessa McGuinness
Doug Fotheringham
Kylie Bessen
Trish Parker

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 3:10pm and welcomed everyone.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Apologies were received from Cr Sandra Gumley, Cr Mark Leonard, Vanessa McGuinness, Doug Fotheringham, Kylie Bessen and Trish Parker.

3. CONFIRMATION OF MINUTES

MINUTES OF THE TIDY TOWNS SUSTAINABLE COMMITTEE MEETING HELD ON 8 MARCH 2017

A copy of the Minutes of the Shire of Irwin Tidy Towns Sustainable Committee Meeting held on 8 March 2017 has been provided to all Committee Members under separate cover.

TIDY TOWNS SUSTAINABLE COMMITTEE DECISION:

MOVED: Mary Yewers

SECONDED: Cr Bronwen Scott

That the Minutes of the Shire of Irwin Tidy Towns Sustainable Committee Meeting, held on 8 March, be confirmed as a true and accurate recording of that meeting.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. NACC (Sarah)

5.1 Boxthorn Brigade – the Committee agreed to the date of 11th June to hold a half day workshop

5.2 Coastal Pocket Plant Guild App now available on iTunes/Google Play – search for Coastal Plants.

- It has info on approximately 50 native coastal species and 20 weedy species
- Available free to download – suggest promoting the app on Facebook
- Suggest adding to Green Infrastructure Strategy, Verge Planting Policy, Smart Living Guidelines

Action: Download and review app – promote on Facebook (Yvette)

6. COASTAL COMMUNITY GRANT: VEGETATION PROJECT (Doug)

6.1 Technical services will arrange for the plants to be brought down from Geraldton sometime after the first rains in May

- Julie Firth has some seedlings ready and the remainder will be ready by end May
- Planting will be done after 100ml rain
- Sarah purchased an extra 400 seedlings
- a two week wait if required after ripping the soil before planting

Action: notify NACC (Sarah) as soon as ripping has been completed so she can advertise and recruit volunteers for planting

7. VERGE PLANTING UPDATE

7.1 Council confirmed the allocation of the extra \$15,000 for planting

7.2 Shane advised that the Point Leander drive planting will happen mid May

Action: Email Mark to request the date of planting so we can recruit volunteers (Yvette)

8. ENTRY TO TIDY TOWN'S COMPETITION

8.1 Entry to be in the environmental sustainability section, the entry is due to be submitted in June

Action: Pull up entry from last year and draft new entry for review by Committee (Yvette)

9. CANOE PROJECT

9.1 Following Shire Officer discussions regarding the Committee's proposal for 2 canoe locations, it was decided that the \$20,000 budget allocation is sufficient enough to construct one canoe launch at the Retreat Boulevard location. This will also enable improvements to parking and appropriate signage.

9.2 The other location the Committee identified for a canoe launch, off the corner of Hunts Road and Waldeck Street, is considered a much more expensive option. This is because a canoe launch in this location would attract more traffic to this difficult corner with the steep slope leading from the road to the river. To make this access safe may

**SHIRE OF IRWIN MINUTES – TIDY TOWNS SUSTAINABLE COMMITTEE MEETING
11 MAY 2017**

cost upwards of \$100,000. The Shire could be held responsible for any accidents in this location arising from a new canoe launch.

9.3 The Committee feels there is a need for further investigation to the Hunts Road/Waldeck location as it is still a well used location.

TIDY TOWNS SUSTAINABLE COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: Mary Yewers

SECONDED: Cr Bronwen Scott

That Council:

- 1) supports the Retreat Boulevard location for the initial canoe launch site**
- 2) investigates the feasibility of a canoe launch site at Waldeck Street/Hunts Road**

10. CHURCH STREET PATH CLOSURE

10.1 The path has been temporarily closed and a safety assessment is being carried out by the Shire, prior to formal closure.

- Gardening team have been pruning local native species that could be used for future brushing activities

11. REDUCE WASTE/ONE OFF USE PLASTIC UPDATED

11.1 See report attached regarding liaison with local businesses

11.2 One suggestion was the consumption of plastic water bottles could be reduced if more drinking fountains were installed in key public areas.

TIDY TOWNS SUSTAINABLE COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: Cr Bronwen Scott

SECONDED: Mary Yewers

That Council includes the installation of drinking water fountains in key public access locations in the 2017/2018 Budget deliberations.

12. COMMUNITY LITTER GRANT APPLICATION

12.1 <http://www.kabc.wa.gov.au/resources/community-litter-grants>

- grant submission due by 16 June 2017
- If the Committee chooses an idea and intend to submit a grant, the grant and the project must be done by the volunteers. Unfortunately, due to the Shire's project planning requirements it is too late in the day for staff to assist in the grant/project.
- Committee's decision – due to lack of time to submit for this grant the Committee is not going to pursue the grant and will wait for the Waste Authority Grant response.

13. MARKET STALL

13.1 See report attached regarding the Market Stall

Thanks to all the participants, NACC for their brochures and the Dongara District High School for the children's letter submission and display.

Action: publish in Rag and Facebook a list of quiz winners and a blurb (Yvette)

14. CLEAN UP AUSTRALIA DAY

13 May 8:15-9:45am followed by Sausage sizzle

Action: Sarah – look for resources, hanging scales

Yvette - to bring Tarp, bags, sausage sizzle items, sausages/oil/onions/sauce/serviettes

15. ADOPT A SPOT - MAINROADS

15.1 Discuss locations and coordinate at next meeting.

16. CLIFFHEAD PLANTING IN JUNE

16.1 Nicole Nelson emailed to enquire if the TTSC would be happy to assist in the second round of Cliffhead planting in June, it will be about ½ the volume of last year's planting
– TTSC is happy to assist.

Action: Advise Nicole TTSC is happy to assist with the planting (Yvette)

17. NEXT MEETING

Next meeting: 3pm on Wednesday 19 July 2017.

- The meeting was originally booked for 12 July but due to the school holiday's (30 June -17 July) it was suggested to reschedule the meeting to 19 July 2017

18. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 4:15pm.

The next Shire of Irwin Tidy Towns Sustainable Committee Meeting is scheduled for 19 July 2017