



MINUTES

of the

Ordinary Council Meeting

held

Tuesday 27 August 2019

in the

Council Chambers
11-13 Waldeck Street, Dongara

I certify that this copy of the Minutes is a true and correct record of the meeting held on Tuesday 27 August 2019

Signed:
Presiding Elected Member

Date:

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 a 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 Council or Committee Meetings.

A handwritten signature in black ink, appearing to read 'Shane Ivers', is positioned above the printed name and title.

Shane Ivers
CHIEF EXECUTIVE OFFICER

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ORDINARY COUNCIL MEETING

held

Tuesday 27 August 2019

at 6.00pm

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President welcomed Councillors, Staff and Guests and opened the meeting at 6.00pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

Councillor M T Smith	President
Councillor B Wyse	Deputy President
Councillor A J Gillam	
Councillor S F Gumley	
Councillor M Leonard	
Councillor I F West	
Councillor K L Wilson	

Staff

Mr S D Ivers	Chief Executive Officer
Mr B Jeans	Manager Regulatory Services
Mrs D K Chandler	Governance & Executive Coordinator

Apologies

Councillor I Scott

Approved Leave of Absence

Nil.

Guests

Ms Tanya Henkel

Gallery

Mr J Arden, Mr J Rossiter, Ms T Barker, Mr B Baskerville, Ms N Broad, Mr G Grundy

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr J Arden, with regards to the Fishermen's Hall, questioned who from Geraldton came to inspect the Fishermen's Hall and what were their findings.

Response: The report on the findings can be provided upon request.

Mr J Rossiter questioned whether Council can target the floral pest "Sea Lavender" (*Limonium hyblaenum*) in line with Council's current advertising for the prevention and control of Crown Beard Daisy.

Response: This is a Canary Island native perennial and is found commonly around Australia. It is non-toxic and currently not declared a pest in Australia, therefore the current focus is on more invasive species, for example *Verbesina encelioides* (Dongara Daisy) and *Lycium sp.* (African Boxthorn).

4. PUBLIC QUESTION TIME

Mr Graham Grundy from the Irwin District Historical Society asked Council if he could present a petition.

The Shire President advised Mr Grundy that he would have the opportunity to present the petition at Item 6. Petitions and Deputations.

Ms Tracy Barker addressed Council explaining her ongoing issues at 14 Bartlett Place and requested to have a meeting with the whole of Council.

The Shire President advised Ms Barker that this would be raised for discussion amongst Councillors and that a response will be provided to Ms Barker in due course.

Ms T Barker left the Chambers at 6.03pm.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS AND DEPUTATIONS

Mr Graham Grundy as representative of the Irwin Districts Historical Society presented Council with a petition requesting that Council:

1. Publicly acknowledge that we oppose the Council's decision of 26 February 2019 to approve dismantling and removal of the Denison Hall;
2. Rescind the resolution and delete any funding for its implementation from any current or future budget; and
3. Actively work for the adaptation and conservation of the Hall, in accordance with the 'Burra Charter for Places of Cultural Heritage Significance', in its current location, and maintain the use of the hall as a public building, which may include use as a museum of fishing.

The petition was received by Council and will be submitted to the relevant officer to be included in deliberations and reporting on the subject if required.

Mr Grundy thanked Council for receiving the petition and advised that the Irwin Districts Historical Society will be emailing Councillors a link to a concept plan for the museum referred to in the petition.

7. CONFIRMATION OF MINUTES

7.1. Minutes of the Ordinary Council Meeting held 23 July 2019

A copy of the previous Minutes of the Ordinary Council Meeting have been provided to all Councillors under separate cover

RECOMMENDATION AND COUNCIL DECISION 010819:	
MOVED: Cr Gillam	SECONDED: Cr Gumley
That the Minutes of the Ordinary Council Meeting, held 23 July 2019, as previously circulated, be adopted as a true and accurate recording of that meeting.	
VOTING DETAILS:	Carried 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Correspondence, Functions and Events

26 July 2019	Attended the Midwest Show and Shine and Denison Foreshore Sprint planning meeting.
12 August 2019	July crime statistics for Irwin were provided by WALGA.
14 August 2019	Met with Chris Bean, Community Relations Manager, Tronox Management Pty Ltd. .
19 August 2019	Met with Jo Fabling, Midwest Chamber of Commerce and Mark Holdsworth, Regional Development Australia.
26 August 2019	Attended the Midwest Chamber of Commerce & Industry Business After Hours function held at Illegal Tender Rum Co.

Coming Events

5 September 2019	The Shire of Irwin are holding a Candidate Information Session for community members that may be interested in nominating for Council in the upcoming 2019 Council elections. The Information Session will be held on Thursday 5 September in the Council Chambers with presentations to be made by the CEO, a representative from the WA Electoral Commission and a past Councillor.
19 October 2019	2019 Local Government Elections

9. REPORTS

9.1. Officer Reports

CORPORATE AND COMMUNITY		CC01 – 08/19
Subject:	CC01-08/19 Accounts for Payment	
Author:	S Clarkson, Finance Officer	
Responsible Officer:	S Ivers, Chief Executive Officer	
File Reference:	Minute Book	
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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- 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 Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

To receive the list of accounts paid under delegated authority during July 2019.

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of July 2019.

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 CEO3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

Financial/Resource Implications:

Nil

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 4.2.1 Ensure compliance whilst embracing innovation and better practice principles Strategy

4.3.2 Adopt and follow better practice processes

Attachments:

Accounts for Payment – July 2019

Officer Recommendation:

RECOMMENDED:

That Council receives the Accounts paid during July 2019 as presented in Attachment Booklet – August 2019, represented by

Payment Type/Numbers	Total Amount
EFT 24556 – 24731	\$1,241,400.30
Muni Cheques - 31928 – 31932	\$47,885.00
Direct Debit – Solar Panel Repayments 07/19	\$1,947.66
Direct Debit – Insurance Premiums Repayments	\$51,178.66
Direct Debit – Superannuation	\$30,932.87
Direct Debit - Transport – PL270619 – PL290719	\$76,287.10
Grand Total	\$1,449,631.59

COUNCIL DECISION 020819:

MOVED: Cr Leonard

SECONDED: Cr Gumley

That Council receives the Accounts paid during July 2019 as presented in Attachment Booklet – August 2019, represented by

That Council Payment Type/Numbers	Total Amount
EFT 24556 – 24731	\$1,241,400.30
Muni Cheques - 31928 – 31932	\$47,885.00
Direct Debit – Solar Panel Repayments 07/19	\$1,947.66
Direct Debit – Insurance Premiums Repayments	\$51,178.66
Direct Debit – Superannuation	\$30,932.87
Direct Debit - Transport – PL270619 – PL290719	\$76,287.10
Grand Total	\$1,449,631.59

VOTING DETAILS:

Carried 7/0

CORPORATE AND COMMUNITY		CC02-08/19
Subject:	CC02-08/19 Differential Rates 2019/20 - Submissions	
Author:	S Bonny, Finance Officer - Rating	
Responsible Officer:	S Ivers, Chief Executive Officer	
File Reference:	RV.RT.3	
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.
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- 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 Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

To consider submissions and initiate the process for seeking Ministerial approval regarding the 2019/20 differential rates.

Background:

At the Ordinary Council Meeting on 23 July 2019, Council resolved to advertise its intention to adopt differential rates for the 2019/20 financial year.

COUNCIL DECISION 070719:									
MOVED: Cr West	SECONDED: Cr Gillam								
That Council;									
<p>1) Considers the proposed rates in the dollar for differential rating to be advertised prior to the adoption of the 2019/20 Budget by:</p> <ul style="list-style-type: none"> a. Adopting an overall 2.25% increase to the 2018/19 Budget rate revenue from \$5,175,300 to \$5,291,744 b. Adopting a 2.25% increase to the 2018/19 Budget Minimum Rate from \$999 to \$1,021 across all rate categories: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Rate Category</u></th> <th style="text-align: left;"><u>Minimum Rate</u></th> </tr> </thead> <tbody> <tr> <td>GRV General Rate</td> <td>\$1,021</td> </tr> <tr> <td>UV General Differential Rate</td> <td>\$1,021</td> </tr> <tr> <td>UV Mining Differential Rate</td> <td>\$1,021</td> </tr> </tbody> </table> c. Adopting the following Rate in Cents for the differential rating categories specified for the 2019/20 financial year where the percentage increase is the same across all the differential rating categories: 		<u>Rate Category</u>	<u>Minimum Rate</u>	GRV General Rate	\$1,021	UV General Differential Rate	\$1,021	UV Mining Differential Rate	\$1,021
<u>Rate Category</u>	<u>Minimum Rate</u>								
GRV General Rate	\$1,021								
UV General Differential Rate	\$1,021								
UV Mining Differential Rate	\$1,021								

<u>Rate Category</u>	<u>Rate in Cents</u>
GRV General Rate	11.1808
UV General Differential Rate	1.4193
UV Mining Differential Rate	18.9882

d. Authorising the Chief Executive Officer for advertising purposes to recalculate the Rate in Cents for any adopted amendments Council makes to the percentage increase for Items a) and/or b) above.

VOTING DETAILS: **Carried 5/2**

As part of the budget process, Councillors reviewed the projected changes in operating revenue and expenditure, along with efficiency measures, proposed capital works, projects and new initiatives. Although Council's adopted Long Term Financial plan includes a 3.5% rate increase in 2019/20, the proposed Differential Rates were based on a 2.25% increase in the rate in the dollar across all categories.

Advertising was undertaken in accordance with Section 6.36 of the Local Government Act 1995 with the submission period for public comment of the proposed Differential Rates closing on Monday 19 August 2019. In addition to the statutory advertising process, letters were sent to the owners of mining properties.

Officer's Comment:

The draft budget is currently being prepared and will be presented to Council at the 24 September 2019 Ordinary Council Meeting.

At the closing of the advertising period, no submissions were received.

The proposed rates of \$5,291,742 includes the 2.25% increase on last year's rates and anticipated interim rate revenue of \$10,000. To enable this 2.25% increase, and taking into account the change in UV valuations as provided by Landgate for 2019/20, both the UV Rural and UV Mining rates in the dollar have increased by approximately 7.5% from last year's rates in the dollar.

In general terms, the proposed changes to the Mining rate is intended to ensure that the mining sector contributes an equitable contribution to the costs of providing for the Shire's assets and services. Mining tenements on average have a relatively low valuation in comparison to rural land unimproved valuations, and as such, a higher rate in the dollar is required to raise an appropriate level of rates income.

Consultation:

Community consultation occurred through advertising of the differential rates for 21 days in the Geraldton Guardian on 26 July 2019 and in the Dongara Denison Local Rag. Correspondence was sent to all Mining Tenement owners.

Statutory Environment:

Local Government Act 1995

6.33. Differential general rates

- 1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*
 - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or*
 - (b) *a purpose for which the land is held or used as determined by the local government; or*
 - (c) *whether or not the land is vacant land; or*
 - (d) *any other characteristic or combination of characteristics prescribed.*

- (3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*

6.36. Local government to give notice of certain rates

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*

Policy Implications:

In accordance with the Department of Local Government and Communities' Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency.

Objectivity

The land on which differential general rates has been rated according to one or more of the following land characteristics:

- *zoning*
- *land use*
- *vacant land.*

Where there has been a change to the boundaries of the district within the past five years, the land on which differential general rates apply may also be rated according to one or more of the following land characteristics:

- *whether or not it is situated in a town-site*
- *whether or not it is situated in a particular part of the district.*

The local government has proposed a differential general rate which is more than twice the lowest differential rate.

Fairness and Equity

The Council of the local government has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. This is to be reflected in the council minutes when it adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.

The objects of imposing differential rates and reasons for each proposed differential general rate are set out by the local government in a publically available document.

These objects and reasons clearly explain why each differential general rate is proposed to be imposed.

The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.

If a category of ratepayer is significantly contributing to the local government's revenue through fees, charges and other payments, the local government has not used these same costs as the justification for the difference in differential general rate.

If there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government of:

- *the terms of this policy (through the provision of a copy of this document to the ratepayer*
- *the local government's objects of and reasons for proposing to impose the differential general rates*
- *the differential general rate that will apply to the ratepayer's property; and*

- *the differential general rate that applied in the previous year for comparison and was given at least 21 days to make submissions to the local government on the proposal.*

The ratepayers' submissions, if any, and the local government's response to each ratepayer's submission (as recorded in the minutes of the Council meeting at which the response was adopted) have been provided to the Minister.

Consistency

The local government has rated similar properties that are used for the same purpose in the same way.

The proposed differential rates align with the rating strategy in the corporate business plan and long term financial plan or the council of the local government has detailed its reasons for deviating from that rating strategy.

The local government has reviewed and considered rates proposed in neighbouring or similar local government districts in the rating strategy.

Transparency and administrative efficiency

The local government has:

- *prepared and made publically available a document clearly describing the object of and reason for each differential general rate;*
- *given public notice in a newspaper circulating generally throughout the district and exhibited to the public on a notice board at the local government's office and at every local government library in the district (refer to Rating Policy – Giving Notice)*
- *published the notices after 1 May in the relevant year.*

The public notice published by the local government contained:

- *details of each differential general rate that the local government intends to impose*
- *an invitation for submissions to be made by an elector or ratepayer*
- *a closing date for submissions which is at least twenty one days after the day on which the notice is published*
- *advice on the time and place where a document containing the objects of and reasons for the differential general rates can be inspected.*

The council of the local government has:

- *considered each ratepayer submission (if any)*
- *resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.*

Financial/Resource Implications:

The proposed rates in the dollar will be used to raise rates based on valuations against individual properties to raise rate revenue in the 2019/20 financial year.

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

Strategy 4.3.2 Adopt and follow better practice processes

Attachments:

Nil

Officer Recommendation:

RECOMMENDED:		
<p>That Council make application to the Minister for Local Government; Heritage; Culture and The Arts seeking approval under Section 6.33 (3) of the <i>Local Government Act 1995</i> to impose a differential rate for UV Mining properties at more than twice the rate of UV Rural properties.</p>		
<u>Rate Category</u>	<u>Rate in Cents in the Dollar</u>	<u>Minimum Rates</u>
<i>Unimproved Valuations</i>		
General Differential Rate	1.4193	\$1021
Mining Differential Rate	18.9882	\$1021

COUNCIL DECISION 030819:		
MOVED: Cr West	SECONDED: Cr Gumley	
<p>That Council make application to the Minister for Local Government; Heritage; Culture and The Arts seeking approval under Section 6.33 (3) of the <i>Local Government Act 1995</i> to impose a differential rate for UV Mining properties at more than twice the rate of UV Rural properties.</p>		
<u>Rate Category</u>	<u>Rate in Cents in the Dollar</u>	<u>Minimum Rates</u>
<i>Unimproved Valuations</i>		
General Differential Rate	1.4193	\$1021
Mining Differential Rate	18.9882	\$1021
VOTING DETAILS:	Carried 7/0	

CORPORATE AND COMMUNITY		CC03-08/19
Subject:	CC03-08/19 Council Policy Review – CP37 Visitors Centre Returns and Refunds	
Author:	Y Robb, Process Improvement Coordinator	
Responsible Officer:	S Ivers, Chief Executive Officer	
File Reference:	CM.PO	
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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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- 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 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 consider the adoption of the new Council Policy CP37 - Visitors Centre Returns and Refunds.

Background:

The Dongara Denison Visitors Centre is an integral part of promoting tourism for the Shire of Irwin and is open every weekday from 8:30-4:30pm and Saturday 10am-1pm. The Visitors Centre provides local advice on where to stay, where to eat, what's on and the local services that Dongara Denison provides, including business memberships.

To ensure all Visitor Centres in Western Australia are performing to a standard the Shire of Irwin is required to maintain an accreditation with the Tourism Council of WA.

During a planned onsite verification visit from the Tourism Council of WA for the purpose of reviewing the Shire of Irwin's Dongara Denison Visitors Centre operations and accreditation procedures for the Australian Tourism Accreditation Program (ATAP), it was identified that the Shire didn't have a formalised return and refund policy which is essential to maintain the Shire's ATAP accreditation.

Officer's Comment:

The following Council Policy has been prepared for Council's consideration. The proposed policy will ensure compliance with the Australian Tourism Accreditation Program (ATAP).

CP37 Visitors Centre Returns and Refunds

This policy ensures that visitors and the community understand the requirements in regards to returning faulty items purchased from the Dongara Denison Visitors Centre.

Consultation:

This policy was written in consultation with the Visitor Centre staff and advice from Tourism Council WA.

Statutory Environment:

Australian Tourism Accreditation Program (ATAP)

Policy Implications:

Adoption of the new draft Council Policy CP37 will ensure compliance with accreditation. Reference to the relevant legislation and supporting documentation will be made within the Policy control box.

Financial/Resource Implications:

No financial impact, the policy will ensure better practice and process.

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 3.1 The community has access to suitable community spaces, vibrant events and relevant services.

Strategy 4.2 Effective governance, management and prudent financial responsibility.

Attachments:

Attachment 1: Proposed new policy - CP37 Visitors Centre Returns and Refunds

Officer Recommendation:

RECOMMENDED:

That Council adopts the new Council Policy – CP37 Visitors Centre Returns and Refunds, provided as Attachment 1.

COUNCIL DECISION 040819:

MOVED: Cr Leonard

SECONDED: Cr Gillam

That Council adopts the new Council Policy – CP37 Visitors Centre Returns and Refunds, provided as Attachment 1.

VOTING DETAILS:

Carried 7/0

OFFICE OF CEO		CEO01–08/19
Subject:	CEO01-08/19 Proposed Council Policy – CP38 Risk Management and Risk Management Governance Framework	
Author:	D Chandler, Governance & Executive Coordinator	
Responsible Officer:	S Ivers, Chief Executive Officer	
File Reference:	CM.PO	
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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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Report Purpose:

For Council to consider adoption of the proposed new Risk Management Policy (CP38) and Risk Management Governance Framework.

Background:

Risk management needs to be an essential management function in local government operations. It is recognised that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

At the 30 April 2019 Ordinary Council Meeting, Council adopted, by absolute majority, the Audit Committee’s recommendation to outsource to consultants the development and implementation of a Risk Management Framework and Risk Reporting tasks, aiming for completion by the end of October 2019. This was as a result of the Regulation 17 Audit and Financial Management Review undertaken by Paxon Group.

A consultant from LG People & Culture has been contracted to assist with the Shire’s risk management requirements. In consultation with LG People & Culture, a Risk Management Policy and Risk Management Governance Framework have been prepared and presented for Council’s consideration. Both the policy and the framework were reviewed and endorsed by the Shire of Irwin Audit Committee at its meeting held on Tuesday 13 August 2019.

Officer’s Comment:

The Risk Management Policy and associated Risk Management Governance Framework have been developed as part of an overall structural review of Council’s Policies and in response to the Regulation 17 Audit conducted by Paxon Group in 2018. The proposed Policy reinforces the Shire’s commitment to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

By adopting this policy and endorsing the framework, Council will enable, with the assistance of LG

People & Culture, the development and implementation of risk reporting, guidelines, internal procedures and subsequent training.

Through implementing these processes, Council will be addressing the business issues raised in the Regulation 17 Audit and Financial Management Review and will be setting a very clear direction in regards to risk management expectations. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act 1995*, *Local Government (Audit) Regulations 1996* amended 2013 and the *WA Local Government Accounting Manual – Internal Control Framework*.

Consultation:

LG People and Culture has been contracted to assist with meeting Council's risk requirements.

CP38 Risk Management Policy and the Risk Management Framework were reviewed and endorsed by the Shire of Irwin Audit Committee on 13 August 2019.

Statutory Environment:

Local Government Act 1995

- Section 2.7(2) (b) refers to the making of local government policies as a role of Council
- Section 5.56(2)

Local Government (Audit) Regulations 1996 (amended 2013)

Western Australian Local Government Accounting Manual – Internal Control Framework

- Section 7.2

Policy Implications:

This Council Policy will replace Council's existing Risk Management Policy.

Financial/Resource Implications:

Nil.

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 4.3.2 – Adopt and follow better practice processes

Attachments:

CEO01 – Attachment 1 - Proposed Council Policy – CP38 Risk Management

CEO01 – Attachment 2 – Risk Management Governance Framework

Officer Recommendation:

RECOMMENDED:

That Council adopts the proposed Council Policy – CP38 Risk Management, provided as Attachment 1, to replace Council's existing E13 Risk Management Policy, and endorses the Risk Management Governance Framework, provided as Attachment 2.

COUNCIL DECISION 050819:

MOVED: Cr Wyse

SECONDED: Cr Gillam

That Council adopts the proposed Council Policy – CP38 Risk Management, provided as Attachment 1, to replace Council's existing E13 Risk Management Policy, and endorses the Risk Management Governance Framework, provided as Attachment 2.

VOTING DETAILS:

Carried 7/0

OFFICE OF CEO	CEO02-08/19
Subject:	CEO02-08/19 Review of Council Delegations Relating to Purchasing and the <i>Local Government (Functions and General) Regulations 1996</i>
Author:	Y Robb, Process Improvement Coordinator
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	GV.AU.2
Voting Requirements:	Absolute 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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- 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 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 consider the adoption of new and revised Council Delegations relating to purchasing and in accordance with the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

Background:

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per Sections 5.18 and 5.46 of the *Local Government Act 1995*. Council has reviewed and adopted the Council to CEO Register of Delegations (the "Register") at the 28 May 2019 Ordinary Council Meeting.

Also, at the 28 May 2019 Ordinary Council Meeting it was reported to Council that officers would be gradually updating the delegations register over the coming months by reviewing individual delegations in-depth and implementing them using the WALGA template.

A new structure for the development of Council Policies has been created that will assist in compliance and provide a clear structure for the requirements regarding creating and developing policies in accordance with the Strategic Community Plan 2017-2027. This new structure was presented to Council at the Councillor Discussion session in June 2019.

Accordingly, these purchasing delegations were reviewed in conjunction with the purchasing and localised purchasing policies which were also presented for Council's consideration at this meeting.

Adoption of these delegations will finalise the purchasing review and align the delegations and Council Policies.

Officer's Comment:

Delegations relating to purchasing and in accordance with the *Local Government Act 1995* and the *Local Government (Function and General) Regulations 1996* have been reviewed in line with the associated Council Policies also being presented to Council for consideration at this meeting.

The *Local Government Act 1995* provides the following:

Local Government Act 1995 s.5.42

Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5). * Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

In line with the *Local Government (Function and General) Regulations 1996* and the *Local Government Act 1995*, the following new delegations have been proposed for incorporation into the Register:

CEO35 *Expression of Interest Goods and Services* - authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers.

CEO37 *Application of Regional Price Preference Policy* - authority to decide when not to apply the regional price preference policy to a particular future tender.

In line with the *Local Government (Function and General) Regulations 1996* and the *Local Government Act 1995*, the following delegations have been revised to provide further clarity around the authorisations.

CEO1 *To Call Tenders* – this authority includes Council conditions regarding Sole Supplier and budget.

CEO3 *Payment Authorisation from the Municipal or Trust Funds* – new format

It is considered appropriate for Council to review all related Council documentation requiring approval as a “package”. Therefore, these delegations are associated with the Council Policy being presented for review and adoption also at this meeting.

Consultation:

These delegations and corresponding council policies were presented to Council at the Councillor Discussion session held in July 2019.

Statutory Environment:

Local Government Act 1995

- s5.18
- s5.42
- s5.43
- s5.46

Local Government (Administration) Regulations 1996

- Regulation 19

Local Government (Functions and General) Regulations 1996

- r.11
- r.12(1)(a)

- r.13
- r.14
- r.18
- r.20
- r.21
- r.21A
- r.23
- r.24G

Policy Implications:

These Delegations link with and guide Council Policies relating to purchasing the *Local Government (Functions and General) Regulations 1996*. Reference to the relevant Council Policy for each delegation will be made within the final Register of Delegations – Council to CEO.

Financial/Resource Implications:

Delegations allow for a more streamlined and timely service which is an effective use of Council's human resources. However, there will be increased resourcing requirements over the coming months to update the entire delegations register using the WALGA template.

Strategic Implications:

Strategic Community Plan 2017 - 2027

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

Attachments:

Attachment 1: Council to CEO Delegations CEO1, CEO3, CEO35 and CEO36

Officer Recommendation:

RECOMMENDED:

That Council, by Absolute Majority:

1. **Adopt the new Delegation CEO35 – Expression of Interest Goods and Services**
2. **Adopt the new Delegation CEO36 – Application of Regional Price Preference Policy**
3. **Adopt the revised Delegation CEO1 – Tenders for Goods and Services**
4. **Adopt the revised Delegation CEO3 – Payment from the Municipal or Trust Funds**
5. **Approve the CEO to update the Register of Delegations – Council to CEO accordingly.**

COUNCIL DECISION 060819:

MOVED: Cr Wyse

SECONDED: Cr Gumley

That Council, by Absolute Majority:

- 1. Adopt the new Delegation CEO35 – Expression of Interest Goods and Services**
- 2. Adopt the new Delegation CEO36 – Application of Regional Price Preference Policy**
- 3. Adopt the revised Delegation CEO1 – Tenders for Goods and Services**
- 4. Adopt the revised Delegation CEO3 – Payment from the Municipal or Trust Funds**
- 5. Approve the CEO to update the Register of Delegations – Council to CEO accordingly.**

VOTING DETAILS:

Carried by Absolute Majority 7/0

OFFICE OF CEO	CEO03-08/19
Subject:	CEO03-08/19 Review of Council Purchasing Policies
Author:	Y Robb, Process Improvement Coordinator
Responsible Officer:	S Ivers, Chief Executive Officer
File Reference:	CM.PO.1
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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- 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 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 consider the adoption of revised purchasing policies reviewed to provide better practise and compliance with purchasing requirements and legislation.

Background:

Local government receives its revenue by levying rates and sourcing other available funding from various agencies. This type of income has statutory and legislative requirements to ensure it is managed with a high level of governance and accountability. Council must approve an annual budget which forecasts the expenditure of the revenue received for the delivery of services to the local community in accordance with the Strategic Community Plan.

Expenditure for goods and services as per the Council approved budget is managed through the Shire's procurement or purchasing framework. The purchasing framework includes Council Policies and procedures to ensure best value principles are used to deliver cost effective goods and services for the local community. Given that all procurement carries some level of risk, it is important for the Shire to recognise this risk and to develop appropriate strategies to manage this risk.

The integrity of the purchasing framework and compliance by officers is tested by routine audits to ensure procurement activities are compliant with council policies, procedures and legislation. These processes also demonstrate that each transaction has value for money, integrity, risk management and transparency. Policies and procedures also support Council and employees accordingly.

All employees of the Shire are required to observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the Shire. The Shire needs to ensure continuous improvement is applied to processes to increase efficiencies and provide integrity and confidence in the purchasing system.

Accordingly, a complete review of procurement practices has been performed over the last year using tools such as the WALGA templates, previous audit reports and researching best practice procurement compliance for Local Government.

The process review also included identifying risk and areas of ambiguity. The review identified that the current policies in regards to purchasing are rather ambiguous leaving them open to interpretation. It was also identified that no formalised supporting documentation in the form of procedures are currently in place.

A new structure for the development of Council Policies has been created that will assist with compliance and provide a clear structure for requirements regarding the creation and development of policies in accordance with the Strategic Community Plan 2017-2027. This new structure was presented to Council in June for discussion.

Officer's Comment:

The process review has allowed for greater understanding in procurement which translates into more effective and compliant policies.

The following policies were reviewed and revised. These policies have a new numbering system but replace the current policies:

C12 – Localised Purchasing – CP01 Localised Purchasing (Regional Price Preference Policy) renamed and revised to align with *Local Government (Functions and General) Regulations 1996* Part 4A – Regional price preference

C13 – Purchasing – CP20 Purchasing – this policy was revised to include new thresholds \$5,000 as per the WALGA template suggestion and Asset Management value. Also requirements and clarity for other purchasing processes.

C16 – Corporate Credit Card – MP01 Corporate Credit Card - the Corporate Credit Card Policy was reviewed using the new Governance, Policy and Management Hierarchy it was clear that it's place in this structure is as a Management Policy, only internal staff are authorised to have a credit card.

The Corporate Credit card Management Policy is still binding and is referenced in the CP20 Purchasing Policy. It requires a signed Corporate Credit Cardholder Agreement and is supported by two finance procedures, the Purchasing Procedure Manual and the Receipting Banking and Reconciliation Procedure Manual.

It is believed the risk of credit card fraud does not increase by reallocating the Policy from Council to Management, in fact more controls and employee guidance documentation have been provided as per the *Local Government (Financial Management) Regulations 1996* r.11(1)(a).

It is considered appropriate for Council to review all related Council documentation requiring approval as a "package". Therefore, these Council Policies are associated with the Delegations in regards to purchasing are being presented for review and adoption also at this meeting.

Consultation:

These council policies and corresponding delegations were presented to Council at the Councillor Discussion session held in July 2019.

Statutory Environment:

Local Government Act 1995

- s3.57 Tenders for providing goods or services
- s5.42 Delegation of some powers and duties to CEO
- s5.43 Limits on delegations to CEO

Local Government (Functions and General) Regulations 1996

- Part 4 – Provision of goods and services
 - Division 1 – Purchasing policies r.11A
 - Division 2 – Tenders for providing goods or services
- Part 4A – Regional price preference

Local Government (Financial Management) Regulations 1996

- r.11 Payments, procedures for making etc

Policy Implications:

These Council Policies link to the Delegations relating to purchasing and the *Local Government (Functions and General) Regulations 1996*. Reference to the relevant Delegation for each Council Policy will be made within the Policy control box.

Financial/Resource Implications:

No financial impact, the policy will ensure better practice and procedures.

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 4.2 Effective governance, management and prudent financial responsibility.

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

Strategy 4.3.2 Adopt and follow better practice processes.

Attachments:

Attachment 1 – Revised Council Policies;

CP01 Localised Purchasing (Regional Price Preference Policy

CP20 Purchasing Policy

Officer Recommendation:

RECOMMENDED:

That Council:

1. **Adopt the revised Council Policy - CP01 – Localised Purchasing (Regional Price Preference Policy).**
2. **Adopt the revised Council Policy - CP20 – Purchasing.**
3. **Approve the removal of Council Policy C16 Corporate Credit Card.**

COUNCIL DECISION 070819:

MOVED: Cr Leonard

SECONDED: Cr West

That Council:

1. **Adopt the revised Council Policy - CP01 – Localised Purchasing (Regional Price Preference Policy).**
2. **Adopt the revised Council Policy - CP20 – Purchasing.**
3. **Approve the removal of Council Policy C16 Corporate Credit Card.**

VOTING DETAILS:

Carried by Absolute Majority 7/0

OFFICE OF CEO		CEO04-08/19
Subject:	CEO04-08/19 Proposed Removal of Council Policies	
Author:	Y Robb, Process Improvement Coordinator	
Responsible Officer:	S Ivers, Chief Executive Officer	
File Reference:	LP.PO & CP.AS	
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. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- 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 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 consider the removal of redundant Council Policies.

Background:

A complete review of Council Policies has been performed over the last year to ensure compliance with legislation and stronger links to the Strategic Community Plan. The objective is to create a new Council Policy Manual and it will include how a current policy transitions from the current Council Policy Manual into the new structure.

At the same time, a new process has been identified for the development of Council Policies to ensure compliance and provide a clear structure for creating new policies in accordance with the Strategic Community Plan 2017-2027. This new structure was presented to Council in June 2019 for discussion.

Officer’s Comment:

During the process of reviewing the current Council Policy Manual, the following Council Policies have been identified as redundant for the following reasons:

Council Policy – C19 Accounting

A Council Policy is not required due to the fact that Accounting Standards and Local Government legislation dictates the accounting requirements. Accounting Standards change every year and Council must prepare accounts according to the standard relevant for that year. Therefore having a Council policy could potentially contradict new standards unless the policy was rigorously updated each year. Council also adopts the accounting policy when it adopts the Annual Financial Report each year.

Council Policy – C18 Depreciation and Capitalisation of Assets

Depreciation is a rate that must be reviewed each year as per the Accounting Standards which are updated each year. The Shire’s capitalisation value is as per the standards, therefore a Council Policy is a duplication.

Council Policy – C17 Asset Management

There are two policies for Asset Management. The old Council Policy C17 was not deleted when the new Council Policy P23 was adopted by Council.

Council Policy – P2 Site works

This policy is not required as there are existing state-wide planning and building legislation that covers the provisions.

Council Policy – P7 Building Activities Rubbish Disposal Charge

Section 112A has been deleted from the Health Act [112A. Deleted by No. 36 of 2007 Sch. 4 cl. 4(6).] therefore the policy is no longer applicable.

Council Policy – P9 Clearance of Conditions of Subdivision

No policy required, many provisions are standard procedures from the WA Planning Commission.

Council Policy – P11 Secondhand Buildings

The Shire's Local Planning Scheme has sufficient provisions that cover what the Policy aims to achieve.

Council Policy – P15 Land Development – Design and Construction Criteria

Most of the information in the policy is extracted from the State subdivision guidelines IPWEA. A guideline is a more appropriate document to capture the other Shire provisions in regards to design and construction criteria and is currently being developed.

Consultation:

Relevant staff have provided guidance and knowledge in reviewing the relevance of these policies.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resource Implications:

Nil

Strategic Implications:

Strategic Community Plan 2017 - 2027

Strategy 4.2 Effective governance, management and prudent financial responsibility.

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

Strategy 4.3.2 Adopt and follow better practice processes.

Attachments:

Attachment 1 – Council Policies Proposed to Remove:

- C19 Accounting
- C18 Depreciation and Capitalisation of Assets
- C17 Asset Management
- P2 Site Works
- P7 Building activities Rubbish Disposal Charge
- P9 Clearance of Conditions of Subdivision
- P11 Secondhand Buildings
- P15 Land Development – Design and Construction Criteria

Officer Recommendation:

RECOMMENDED:

That Council:

1. Delete Council Policy C19 ACCOUNTING
2. Delete Council Policy C18 DEPRECIATION AND CAPITALISATION OF ASSETS
3. Delete Council Policy C17 ASSET MANAGEMENT
4. Delete Council Policy P2 SITE WORKS
5. Delete Council Policy P7 BUILDING ACTIVITIES RUBBISH DISPOSAL CHARGE
6. Delete Council Policy P9 CLEARANCE OF CONDITIONS OF SUBDIVISION
7. Delete Council Policy P11 SECONDHAND BUILDINGS
8. Delete Council Policy P15 LAND DEVELOPMENT – DESIGN AND CONSTRUCTION CRITERIA

COUNCIL DECISION 080819:

MOVED: Cr Wyse

SECONDED: Cr Wilson

That Council:

1. Delete Council Policy C19 ACCOUNTING
2. Delete Council Policy C18 DEPRECIATION AND CAPITALISATION OF ASSETS
3. Delete Council Policy C17 ASSET MANAGEMENT
4. Delete Council Policy P2 SITE WORKS
5. Delete Council Policy P7 BUILDING ACTIVITIES RUBBISH DISPOSAL CHARGE
6. Delete Council Policy P9 CLEARANCE OF CONDITIONS OF SUBDIVISION
7. Delete Council Policy P11 SECONDHAND BUILDINGS
8. Delete Council Policy P15 LAND DEVELOPMENT – DESIGN AND CONSTRUCTION CRITERIA

VOTING DETAILS:

Carried by Absolute Majority 7/0

9.2. Committee Reports

Community Assistance Scheme and Events Committee Meeting held 9 August 2019

COUNCIL DECISION 090819:	
MOVED: Cr Gumley	SECONDED: Cr Leonard
That Council receives the Minutes of the Community Assistance Scheme and Events Committee meeting held 9 August 2019, as provided in Attachment Booklet – August 2019 Part 2 (CM).	
VOTING DETAILS:	Carried 7/0

COUNCIL DECISION 100819:		
MOVED: Cr Wyse	SECONDED: Cr Wilson	
That Council approves the following funding allocations for the Community Assistance Scheme - Round One of the 2019/20 financial year as provided in Attachment Booklet – August 2019 Part 2 (CM).		
ORGANISATION	PROJECT DESCRIPTION	GRANT
<i>Professional Fisherman’s Association</i>	<i>Blessing of the Fleet</i>	<i>\$2,500</i>
<i>Dongara CRC</i>	<i>Community Easter Egg Hunt</i>	<i>\$3,500</i>
<i>Dongara Police</i>	<i>Dongara Police Legacy and Community Golf Day</i>	<i>Nil</i>
<i>Dongara Pottery Club</i>	<i>Thungarra Fairy Garden</i>	<i>\$2,500</i>
<i>Dongara Patchwork Club</i>	<i>Hanging of the Quilts</i>	<i>\$3,000</i>
<i>Dongara Denison Surf Life Saving Club</i>	<i>Midwest Windfest</i>	<i>\$4,000</i>
TOTAL		\$15,500
VOTING DETAILS:	Carried 7/0	

Shire of Irwin Audit Committee Meeting held 13 August 2019

COUNCIL DECISION <i>en bloc</i> 110819:	
MOVED: Cr West	SECONDED: Cr Leonard
That Council receives the Minutes of the Shire of Irwin Audit Committee meeting held 13 August 2019, as provided in Attachment Booklet – August 2019 Part 2 (CM).	
VOTING DETAILS:	Carried 7/0
AUDIT COMMITTEE RECOMMENDATION & COUNCIL DECISION <i>en bloc</i> 110819:	
MOVED: Cr West	SECONDED: Cr Leonard
That Council adopt the updated Terms of Reference – Audit Committee, August 2019, provided as Attachment 5.1 in Attachment Booklet – August 2019.	
VOTING DETAILS:	Carried 7/0
AUDIT COMMITTEE RECOMMENDATION & COUNCIL DECISION <i>en bloc</i> 110819:	
MOVED: Cr West	SECONDED: Cr Leonard
That Council endorse the <i>Office of the Auditor General (OAG) Performance Audit 2017/18 Report</i> , provided as Attachment 5.2 in Attachment Booklet – Part 2 (CM).	
VOTING DETAILS:	Carried 7/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

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

CC04-08/19 was considered behind closed doors in accordance with Section 5.23(2) (c) of the Local Government Act 1995 as it relates to a contract entered into by the Shire of Irwin.

COUNCIL DECISION 120819:	
MOVED: Cr Leonard	SECONDED: Cr Gillam
That Council close the meeting to the public at 6.15pm in accordance with Section 5.23 (2) (c) of the Local Government Act 1995 as it relates to a contract entered into by the Shire of Irwin.	
VOTING DETAILS:	Carried 7/0

Mr B Jeans, Ms T Henkel and all members of the gallery left the Chambers at 6.15pm.

To allow for further clarification by Officers, Clause 10.2 of the Meeting Procedures Local Law 2016 was suspended.

COUNCIL DECISION 130819:	
MOVED: Cr West	SECONDED: Cr Leonard
That Council suspends Clause 10.2 of the Shire of Irwin Meeting Procedures Local Law 2016 at 6.15pm.	
VOTING DETAILS:	Carried 7/0

The CEO provided further clarification and information regarding CC04-08/19.

COUNCIL DECISION 140819:	
MOVED: Cr Leonard	SECONDED: Cr Wilson
That Council reconvenes the meeting under Clause 10.2 of the Shire of Irwin Meeting Procedures Local Law 2016 at 6.29pm.	
VOTING DETAILS:	Carried 7/0

The item at CC04-08/19 was voted on and carried unanimously.

COUNCIL DECISION 160819:	
MOVED: Cr Leonard	SECONDED: Cr Wilson
That Council reopen the meeting to the public at 6.30pm.	
VOTING DETAILS:	Carried 7/0

Mr B Jeans and Ms T Henkel re-entered the Chambers at 6.30pm.

14. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.31pm.

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