



**AGENDA**

**FOR THE**

**ORDINARY MEETING**  
**OF COUNCIL**

**TO BE HELD ON**

**TUESDAY, 23 APRIL 2013**

**PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING**

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

# NOTICE OF MEETING

PLEASE BE ADVISED THAT THE  
  
ORDINARY MEETING OF COUNCIL

COMMENCING AT 4.00PM

WILL BE HELD ON

TUESDAY, 23 APRIL 2013

IN COUNCIL CHAMBERS AT  
13 WALDECK STREET, DONGARA WA



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Darren Simmons  
Chief Executive Officer

17 April 2013

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## DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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## **AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD IN THE COUNCIL CHAMBERS ON TUESDAY, 23 APRIL 2013 COMMENCING AT 4.00PM**

<b>PRESENT:</b>	President	Cr S C Chandler (Presiding Member)
	Councillors	Cr J B Fitzhardinge Cr R J Porteus Cr B C Scott Cr M T Smith Cr I F West
	Staff	Mr G M Peddie – Director Corporate and Community Mr G F Coaker – A/Director Planning and Infrastructure Mrs C M Palmer – Manager Community Services Miss L E Tunbridge – Research and Projects Officer
<b>GUESTS:</b>		-
<b>APOLOGIES:</b>		Mr D J Simmons - Chief Executive Officer Mrs H M Sternick – Manager Corporate Services
<b>LEAVE OF ABSENCE:</b>		Cr K J Hepworth (Deputy President) Cr R T McClurg

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1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
  2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
  3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
  4. **PUBLIC QUESTION TIME**
  5. **APPLICATIONS FOR LEAVE OF ABSENCE**
  6. **PETITIONS**
  7. **CONFIRMATION OF MINUTES**
  - 7.1 **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 MARCH 2013**
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A copy of the Minutes of the Ordinary Council Meeting held on 26 March 2013 has been provided to all Councillors under separate cover.

**COUNCIL MOTION:**

**MOVED:** Cr \_\_\_\_\_

**SECONDED:** Cr \_\_\_\_\_

*That the Minutes of the Ordinary Council Meeting, held on 26 March 2013, be confirmed as a true and accurate recording of that meeting.*

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

## 9. REPORTS

### CORPORATE AND COMMUNITY

CC01 – 04/13

**Subject:** Accounts for Payment  
**Reporting Officer:** Manager Corporate Services  
**Date of Report:** 17 April 2013  
**File Reference:** Minute Book  
**Voting Requirements:** Simple Majority

#### Report Purpose:

To receive the list of accounts paid under delegated authority during March 2013.

#### Officer's Recommendation:

That the Accounts paid during March 2013, represented by Municipal Cheque Numbers 30072-30104, EFT payment numbers 14256-14413 totalling \$663,879.76, Police Licensing Payment No's PL010313 – PL280313 totalling \$37,379.35, Trust Payments EFT payment numbers 14379 -14381 totalling \$3,000.00, Credit card payment \$2,543.05 & Vehicle Lease payment \$853.52 be received.

#### Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of March 2013.

#### Officer's Comment:

Nil

#### Financial Implications:

Nil

#### Statutory Environment:

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

#### Policy Implications:

Under Delegation C3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

#### Strategic Implications:

SCP Outcome 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

**CORPORATE AND COMMUNITY**

**CC02 – 04/13**

**Subject:** Financial Statements for the Period ending 31/03/2013  
**Reporting Officer:** Manager Corporate Services  
**Date of Report:** 17 April 2013  
**File Reference:** Minute Book  
**Voting Requirements:** Simple Majority

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**Report Purpose:**

To consider and receive the Monthly Financial Statements for the period 1 July 2012 to 31 March 2013.

**Officers Recommendation:**

**That the Monthly Financial Statement for the period 1 July 2012 to 31 March 2013 be received.**

**Background:**

The Monthly Financial Report to the 31 March 2013 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Cash Flows
- Schedules 3 – 14 Budget vs Actuals Comparison
- Graphical Representation – Statement of Financial Activity
- Net Current Funding Position
- Cash and Investments
- Receivables
- Cash Backed Reserves
- Information on Borrowings
- Capital Disposals and Acquisitions
- Trust Fund
- Budget Amendments
- Restricted Assets
- Port Denison Retirement Village Operating Statement

**Officers Comment:**

Nil.

**Financial Implications:**

Nil.

**Statutory Environment:**

The Local Government (Financial Management) Regulations provides as follows:

Section 34. Financial activity statement report

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
  - (a) according to nature and type classification;
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
  - (a) presented to the council -
    - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) recorded in the minutes of the meeting at which it is presented.

**Policy Implications:**

Nil.

**Strategic Implications:**

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



**CORPORATE AND COMMUNITY**

**CC03 – 04/13**

**Subject:** Procedures for Port Denison Retirement Village  
**Reporting Officer:** Manager Community Services  
**Date of Report:** 12 April 2013  
**File Reference:** CM.PO.1  
**Voting Requirements:** Simple Majority

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**Report Purpose:**

For Council to consider adoption of The Village Rental Housing procedure framework, for the administering and managing of the accommodation and maintenance for the Port Denison Retirement Village (the Village).

**Officer's Recommendation:**

**That Council adopt the Port Denison Retirement Village – Rental Housing Procedure, as outlined in the attachment to the report by the Manager Community Services dated 15 April 2013.**

**Background:**

The Shire of Irwin took over the management of the Port Denison Retirement Village due to the retirement of Mrs Robyn Parsons as of the 1 November 2012. There have never been any formal processes in place for the managing of the Port Denison Retirement Village.

The Shire of Irwin is implementing new policies and procedures and the aim of these policies and associated procedures is to establish a process for administering and managing the accommodation for the Port Denison Retirement Village (the Village). These policies and procedures apply to all employees, tenants, applicants and contractors and the Department of Housing and Works.

The Rental Housing Procedure will be updated from time to time as the need arises and will be available on the Shire's external website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au)

**Officer's Comment:**

With the adoption of the Port Denison Retirement Village – Rental Housing Procedure it will provide a framework for the Shire of Irwin to administer and manage the Village. This framework will ensure a consistent approach to all applicants, tenants, future tenants and contractors.

The main objective is to bring together all the policies relating to Port Denison Retirement Village into one manual relating to rental housing so that the Shire ensures that their customers received the best service available to achieve the following objectives:

- Provide a framework for the sustainable management of the Shire's asset;
- Ensure an organisation wide and inclusive approach is taken;
- Provide clear direction for the current tenants, contractors, future tenants, and Shire of Irwin employees.

All tenants at the Port Denison Retirement Village were sent a letter advising them that the draft Rental Housing Procedure was available to view and comment on. Feedback was received from two (2) tenants.

**Financial Implications:**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 3.3.2 Continue to develop and manage aged persons units in partnership with DOH of the Strategic Community Plan 2012-2022.

**CORPORATE AND COMMUNITY**

**CC04 – 04/13**

**Subject:** Pilot Community Assistance Scheme  
**Reporting Officer:** Manager Community Services  
**Date of Report:** 15 April 2013  
**File Reference:** CM.PO.1  
**Voting Requirements:** Simple Majority

**Report Purpose:**

For Council to consider adoption of the Pilot Community Assistance Scheme program to provide structure to how Council provide funding aimed at assisting community based organisations.

**Officer's Recommendation:**

**That Council adopt the Pilot Community Assistance Scheme, as outlined in the attachment to the report by the Manager Community Services dated 15 April 2013.**

**Background:**

The Shire of Irwin Community Assistance Scheme is to provide assistance to not for profit community based organisations and event organisers to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Irwin.

The Program is aimed at assisting community based organisations to undertake projects which can be shown to support the Shire of Irwin's Vision Statement;

*"A motivated, progressive and friendly community, offering a brilliant blend of opportunity, natural beauty and heritage, with an enviable lifestyle".*

**Officer's Comment:**

With the adoption of the Pilot Community Assistance Scheme it will provide a framework for the Shire of Irwin to administer community sponsorship. This framework will ensure a consistent approach to all applicants who show support to the Shire's Vision Statement.

The Pilot Community Assistance Scheme is limited by Council's budget allocation of 1% of the value of rates for the financial year. This is estimated at approximately \$41,225 this financial year. The scheme will only fund up to a maximum of \$5,000 and all applicants will be reviewed in accordance with the funding criteria.

**Eligibility Criteria**

Criteria for the assessment of application to the Community Assistance Scheme, includes the promotion and development of activities, events infrastructure and services in the Shire of Irwin. Applications must meet the following criteria to be eligible for funding:

- The application is for \$5,000 or less, unless otherwise approved by Council;
- Have a public liability certificate;
- The application must demonstrate an alignment to the Shire of Irwin Strategic Community Plan 2012 – 2022;
- Demonstrate a substantial degree of community support and representation' Submit a detailed budget for the program/project/event;
- Be a properly constituted not-for-profit organisation or be sponsored by an incorporated organisation;
- Submit the most current audited financial statement or the latest treasurer's report covering previous 12 months;
- Provide the names and contact details of two referees;
- Sign a Grant Agreement before any funding is released;
- Undertake to give due recognition to the Shire of Irwin for its contribution to their

- activities;
- Applicants must formally acquit their grant funds within 8 weeks of the completion of the project, on the approved acquittal and evaluation forms provided.

For projects with a budget no greater than \$2,000 council may consider funding up to 100% of the value of the project.

Applications will be assessed against the selection criteria by the Shire of Irwin Community Assistance Scheme Committee (this will need to be formed).

Successful applicants will be required to provide Council with an evaluation of the project and acquittal of the funding received, based on the criteria for receiving the grant allocation.

The Pilot Community Assistance Scheme will be initially trialled for one round in 2014 and would need to be advertised around August 2013.

**Financial Implications:**

The financial implications to the Shire would be a budget allocation of 1% of the value of rates for the financial year. This is estimated at approximately \$41,225 this financial year.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Strategic Implications:**

SCP Outcome 3.7.1 Develop a Community Sponsorship and Funding Strategy of the Strategic Community Plan 2012-2022.

**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 BEHIND CLOSED DOORS**

Nil

**14. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at \_\_\_\_\_.