



MINUTES

FOR THE

ORDINARY MEETING
OF COUNCIL

HELD ON

TUESDAY, 15 DECEMBER 2015

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

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

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I certify that this copy of the Minutes is a true and correct record of the meeting held on
15 December 2015

Signed:
Presiding Elected Member

Date:.....



**MINUTES OF THE ORDINARY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, 15 DECEMBER 2015
COMMENCING AT 4.00PM**

| | | |
|-----------------|-------------|--|
| PRESENT: | President | Cr I F West |
| | Councillors | Cr M T Smith (Deputy President) Cr S F Gumley Cr D R Kennedy Cr M Leonard Cr M G Meares Cr B C Scott Cr B R Thompson |
| | Staff | Mr D J Simmons - Chief Executive Officer Mr G M Peddie – Director Corporate and Community Ms S van Aswegen – Director Planning and Infrastructure Ms E Greaves – Coordinator Executive Services |
| | Gallery | Mr J Rossiter and Mr H Hackland |

-
- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
 - 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
 - 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Mrs Nicola Burr provided a series of questions to the Shire President at the Ordinary Council Meeting on 24 November 2015, and the response to the question below was taken on notice;

May I please be advised on a date on when the swing sets will be back down at both the foreshore playgrounds?

The swing set closest to the Obelisk has been removed for repairs and is intended to be returned once the work has been completed. The Building Maintenance Officer has been on leave hence the delay in this work being carried out.

The Shire President was unaware of the swing seat removal at the shelter shed playground and advised that he would investigate and provide a response on notice.

The below response was emailed to Mrs Burr on 8 December 2015;

As a result of an inspection, the swing set near the shelter sheds has been removed as it was identified that it posed a safety risk for users. It was also determined that replacement parts for that set are no longer available therefore it is not intended for return. Staff are undertaking an assessment of all Council playground assets with the aim of developing an overall replacement plan or program that considers community use, costs, materials, life cycle etc and will guide appropriate allocation of funds within the Council Budget. The replacement of this swing set will be considered as part of the 2016/17 Budget preparation.

In response to the identified lack of suitable swings along the foreshore, in consultation with elected members the Chief Executive Officer has authorised the replacement of a swing set near the shelter sheds. Following appropriate research and procurement procedures a new swing set will be installed as soon as possible.

4. PUBLIC QUESTION TIME

Mr Rossiter raised the following questions;

1. At the Annual Meeting of Electors I enquired about the difference in employee numbers between 2009/10 and 2014/15, but did not ask for a breakdown of full time and part time, please explain?

The Shire President indicated that any increase in staff numbers is in response to the increased workload and responsibility imposed on local government. The Chief Executive Officer (CEO) agreed and further explained that the Minutes of the Electors meeting rightly outline that in 2009/10 the figure was reporting on full time employees only (not considering part time, casual etc). In 2014/15 the figures consider full time and part time employees combined.

2. Who made the decision to use fine white sand to fill the public playgrounds?

The Deputy President, Cr Smith, outlined that course, white sand is currently used in playgrounds as appropriate soft fall. River sand is not used as it becomes too hard over time. This decision is made by the appropriate operational staff within the Planning and Infrastructure team.

Mr Rossiter expressed concerns regarding the status of various public playgrounds. These matters have been registered through the Shire's Customer Requests system (ICS1523711). The Shire's playgrounds are inspected regularly, which can result in parts being removed due to safety concerns or for repair and, as outlined above under 3. Response to previous public questions taken on notice, the Shire is developing a replacement plan to consider current and future playground needs.

3. The parking shelter, along Indian Ocean Drive has been graffitied for at least 3 months, when will this be remedied?

This infrastructure is the responsibility of Main Roads WA.

An email has been forwarded to the Main Roads WA Midwest Office to advise of the graffiti on the parking shelter as outlined (OCR1514018).

Mr Rossiter submitted photos of exposed roots of Moreton Bay Fig trees located in the main street and Tamarisk trees along the foreshore, as well as photos of the erosion occurring along the wall in front of the shelter sheds. These photos were tabled and have been registered in the Shire's Customer Requests system (ICR1523723).

Mr Hackland made the following enquiries;

1. The 20 December 2005 Ordinary Council Meeting Minutes outline a number of recommendations endorsed by the Shire of Irwin in regards to the Moreton Bay Estate subdivision, including the installation of footpaths. Why have the developers not been required to have those footpaths installed?

The Chief Executive Officer outlined that the WAPC makes the final determination in regards to conditions imposed for subdivisions and is responsible for enforcing them. The Shire provides recommendations to the WAPC for their consideration before giving approval or refusing an application. Staff would need to research the subdivision conditions approved by the Western Australian Planning Commission (WAPC), therefore this question is taken on notice.

2. The recommendation for report TP.692 Proposed Subdivision – Lot 502 Brand Hwy, Dongara states; “A dual use pedestrian path to be constructed along one side of all distributor roads to Council’s satisfaction”. Who determines the appropriate standards to “Council’s satisfaction”?

Staff of the Planning and Infrastructure team would be responsible for undertaking those assessments.

3. The Minutes from the Ordinary Council Meeting on 28 March 2006 outline a contribution from developers for footpaths, were these funds expended or are they still available?

The Shire President advised that staff would need to research this matter, therefore the question was taken on notice.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS

Nil.

7. CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 NOVEMBER 2015

A copy of the Minutes of the Ordinary Council Meeting held on 24 November 2015 has been provided to all Councillors under separate cover.

COUNCIL DECISION 011215:

MOVED: Cr Thompson

SECONDED: Cr Scott

That the Minutes of the Ordinary Council Meeting, held on 24 November 2015, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

CARRIED 8/0

<http://www.irwin.wa.gov.au/Agendas-Minutes.aspx>

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Functions and Events

4 December The Shire President gave a presentation at the WALGA New Councillor workshop in Perth. This workshop was attended by Cr Gumley.

Deputy President Cr Smith opened the LGMA Joint Midwest and Coastal Midlands Branch meeting held in Irwin. The CEO, Director Corporate and Community and Coordinator Executive Services attended this meeting. The LGMA Board also held their regional board meeting in the Council Chambers prior to the branch meeting.

The Age-Friendly Communities Plan – Focus Group meetings were held in the Council Chambers.

5 December Shire Christmas Function held at Irwin Recreation Centre.

9 December The CEO attended a Discussion Session – Midwest Onshore Petroleum Roundtable in Geraldton.

Staff Acknowledgments

Lauren Tunbridge was presented with her certificate for completion of a Bachelor of Business (Management and Human Resources Management). Lauren thanked Council for their support in allowing her and other staff to undertake further learning opportunities.

The following staff teams were recently acknowledged for outstanding service;

Shire of Irwin Safety Team – in recognition of their success demonstrated in the Department of Local Government and Communities' Better Practice Review and recognised through the inaugural LGIS Excellence Award 2015.

Shire of Irwin Works Team – in recognition of the completion of a quality road upgrade project at Tabletop Road of regional significance that was delivered on time and within Budget which has received positive recognition from the wider community.

Shire of Irwin Parks and Gardens Team - in recognition of their work in maintaining the Shire of Irwin's recreational assets and public spaces to a high standard that received regular external praise and assists to display an attractive and vibrant community.

Service Milestone Awards;

25 years loyal service

Andrew Dove

10 years loyal service

Ian Cruickshank

Felix Neuweiler

Brian "Jock" Patten

5 years loyal service

Carolyn Koot

Coralie Palmer

Cassandra Seymour

Jane Spurgeon

Marisa Worth

Helen Sternick

Lauren Tunbridge

Darren Simmons

Announcements

Springwood Bushfires

Letter recently received acknowledging contributions of the Dongara community for gifts received by victims of the 2013 Bushfires in Winmalee and Yellow Rock.

Lord Mayor's Disaster Relief Fund

The Shire President advised that he has been in receipt of a letter from the City of Perth in regards to the Shire's recent contribution to the Lord Mayor's Disaster Relief Fund, thanking Council for their ongoing generous support of the program and the recent Shire of Esperance fires.

Cockburn Cement Rate Prize

Cockburn Cement donated \$250 cash towards the 2015 Early Ratepayers Prize Draw and were, themselves, drawn as the recipient for the prize. Cockburn have since indicated that they do not wish to accept the prize and have donated the \$250 back to the Shire.

The Shire President held a special draw in lieu of this donation and the winner drawn was Mr Michael Henderson (owner of A2332). The Shire President congratulated to Mr Henderson and thanked Cockburn Cement for the contribution back to the community.

9. REPORTS

CORPORATE AND COMMUNITY

CC01 – 12/15

Subject: Accounts for Payment
Reporting Officer: Manager Corporate Services
Responsible Executive: Director Corporate and Community
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the list of accounts paid under delegated authority during November 2015.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION 021215:

MOVED: Cr Thompson

SECONDED: Cr Leonard

That the Accounts paid during November 2015, represented by Municipal Cheques 31043-31076, EFT 18569-18673 totalling \$3,544,672.59, Police Licensing PL291015 – PL261115 totalling \$75,371.95, Credit Card Payments \$2,607.49, Vehicle Lease \$853.51 and Click Super \$33,068.57, be received.

VOTING DETAILS:

CARRIED 8/0

Attachment:

[Accounts for Payment – November 2015](#)

Background:

A list of accounts paid under delegated authority is attached showing all payments made during the month of November 2015.

Officer's Comment:

Nil

Stakeholder Engagement:

Nil

Financial / Resource 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.

Risk Implications:

This report covers past events therefore the risk implications are low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

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

CORPORATE AND COMMUNITY

CC02 – 12/15

Subject: Financial Statements for the Period ending 30 November 2015
Reporting Officer: Manager Corporate Services
Responsible Executive: Director Corporate and Community
File Reference: Minute Book
Voting Requirements: Simple Majority

Report Purpose:

To receive the Monthly Financial Statements for the period 1 July 2015 to 30 November 2015.

OFFICER’S RECOMMENDATION AND COUNCIL DECISION 031215:

MOVED: Cr Kennedy

SECONDED: Cr Leonard

That the Monthly Financial Statement for the period 1 July 2015 to 30 November 2015 as outlined in the Attachments Booklet – December 2015 under separate cover, be received.

VOTING DETAILS:

CARRIED 8/0

Attachment:

[Financial Statements for the month ending 30 November 2015](#)

Background:

The Monthly Financial Report to the 30 November 2015 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
- Major Variances
- 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
- Non Operating Grants and Contributions
- Trust Fund
- Budget Amendments
- Restricted Assets
- Port Denison Retirement Village Operating Statement

Officer’s Comment:

The financial position to the end of November 2015 is detailed in the attached report and summarised as follows relative to year to date budget expectations:

| | | |
|-----------------------|-------------|-------------------------|
| Operating Revenue | \$7,020,930 | 5.9% negative variance |
| Operating Expenditure | \$2,908,815 | 30.0% positive variance |
| Net Operating | \$4,112,116 | |
| Capital Revenue | \$355,800 | 17.2% negative variance |

| | | |
|--------------------------|-------------|---------------|
| Capital Expenditure | \$537,746 | 0.0% variance |
| Cash at Bank – Municipal | \$5,021,009 | |
| Cash at Bank – Reserve | \$2,525,851 | |
| Total Funds Invested | \$6,520,472 | |
| Net Rates Collected | 86% | |
| Receivables Outstanding | \$606,383 | |

The attached report provides explanatory notes for items greater than 10% or \$5,000. This commentary provides Council with an overall understanding of how the financial position is situated in relation to the adopted budget.

Stakeholder Engagement:

Nil

Financial/Resource Implications:

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

Statutory Environment:

Local Government Act 1995 - Section 6.4

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

Risk Implications:

Due to the monthly financial statements reporting past events the risk implications are low.

Strategic Implications:

Strategic Community Plan 2012-2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles

Strategy 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

OFFICE OF THE CEO

CEO01 – 12/15

Subject: Annual Meeting of Electors 2015
Reporting Officer: Coordinator Executive Services
Responsible Executive: Chief Executive Officer
File Reference: GV.CM.1
Voting Requirements: Simple Majority

Report Purpose:

To consider the Minutes of the 2015 Annual Meeting of Electors and endorse any recommendations resolved from this meeting.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION 041215:

MOVED: Cr Scott

SECONDED: Cr Thompson

That Council note the Minutes of the 2015 Annual Meeting of Electors provided in the Attachments Booklet – December 2015 and the only decision of the meeting as below;

MEETING OF ELECTORS RESOLUTION:

MOVED: Cr Thompson

SECONDED: Cr Meares

That the Shire of Irwin's Annual Report for the financial year ending 30 June 2015 be accepted.

CARRIED

VOTING DETAILS:

CARRIED 8/0

Attachment:

[Minutes of Annual Meeting of Electors held 24 November 2015](#)

Background:

Council have historically been issued the minutes and advised of any recommendations from the Annual Meeting of Electors by presenting the minutes through an agenda report at the next Ordinary Council meeting following the Electors Meeting.

Officer's Comment:

The practice of including the Minutes and relevant recommendations from the Annual General Meeting of Electors within an agenda report ensures Council are meeting their statutory obligation to consider decisions made at the Electors meeting and preserves those Minutes within the Minute Book.

The only recommendation to come out of the 2015 Annual Meeting of Electors was to accept the 2014/15 Annual Report. Any comments or enquiries raised during General Business at the meeting were recorded.

Stakeholder Engagement:

A public notice was issued to advise the community of the Electors Meeting and availability of the 2014/15 Annual Report, which was published in the Geraldton Guardian, the Dongara Denison Local Rag, on the Community Information Sign, on the Shire noticeboard, on the Shire's website and Facebook page.

Statutory Environment:

Local Government Act 1995

5.32. Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Policy Implications:

Nil

Risk Implications:

It has been identified that non-compliance as a result of Council not considering the Annual Meeting of Electors Minutes and recommendation would have a moderate consequence however the likelihood is low and is therefore provided an overall risk category of low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

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

OFFICE OF THE CEO

CEO02 – 12/15

Subject: Council Policy Manual Review 2015
Reporting Officer: Coordinator Executive Services
Responsible Executive: Chief Executive Officer
File Reference: CM.PO.1
Voting Requirements: Absolute Majority

Report Purpose:

For Council to review the updated Policy Manual for adoption.

OFFICER’S RECOMMENDATION:

That Council adopt the Policy Manual dated December 2015 as presented in Attachment Booklet – December 2015 under separate cover.

COUNCIL DECISION 051215:

MOVED: Cr Leonard

SECONDED: Cr Thompson

That Council suspends Standing Orders at 4:21pm.

VOTING DETAILS:

CARRIED 8/0

COUNCIL DECISION 061215:

MOVED: Cr Thompson

SECONDED: Cr Leonard

That Council reconvenes under Standing Orders at 4:26pm.

VOTING DETAILS:

CARRIED 8/0

CEO’S REVISED RECOMMENDATION AND COUNCIL DECISION 071215:

MOVED: Cr Leonard

SECONDED: Cr Smith

That Council:

- 1. Subject to the deletion of Policy ‘E7 Persons Not Physically Present at a Council or Committee Meeting’, adopts the Policy Manual dated December 2015 as presented in Attachment Booklet – December 2015 under separate cover; and**
- 2. Replaces Policy ‘E7 Persons Not Physically Present at a Council or Committee Meeting’ as follows:**

“E7 PERSONS NOT PHYSICALLY PRESENT AT A COUNCIL OR COMMITTEE MEETING

PURPOSE

To allow a person who is not physically present at a meeting of council or a committee to be taken as present if in contact by electronic means in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996 (Regulation 14A).

POLICY

That a person who is not physically present at a meeting of Council or committee is to be taken as present at that meeting if the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting and the person is in a “suitable place”.

In the absence of a prior resolution to approve an alternative “suitable place”, and subject to Regulation 14A, Council approves the use of:

- (i) another local government facility; or*
- (ii) an existing and active residential facility (such as a homestead or workers camp)*

as a “suitable” place.

Guidance Note: Council cannot give approval under subregulation (1)(c) of Regulation 14A if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person who was not physically present was taken to be present in accordance with this regulation”.

VOTING DETAILS:

CARRIED BY ABSOLUTE MAJORITY 8/0

Attachment:

[Council Policy Manual – December 2015](#)

Background:

Historically, Council has considered any Policy Manual updates along with the statutory Delegations Register review.

There is no formal requirement for Council to review the Policy Manual however it is considered best practice to ensure Council have a relevant and current policy stance each year that reflects the ongoing changes within local government and our community.

To allow staff to consider and research any recommendations or suggestions made through the Better Practice Review process, this year’s Policy Manual Review was delayed.

The Senior Management Team (SMT) were provided an opportunity to review and discuss the Policy Manual at a Senior Management Team Meeting in April 2015 and officers were consulted further in the lead up to the preparation of a Draft Policy Manual.

Whilst a formal report has not been received by the Department of Local Government and Communities in regards to the results of the Better Practice Review (BPR), feedback has been provided to the Shire throughout the review process which has guided any amendments to existing policies and the development of any new policies.

The Draft Policy Manual was presented to the Executive Management Team (EMT) in November and then issued to the Senior Management Team once again in December.

Officer’s Comment:

A summary of any changes to the Council Policy Manual is provided in the table below;

| Policy | Amendments/Changes |
|---------------------------|--|
| Christmas Closure | Amendments made to allow approved work over Christmas break as per SMT recommendations |
| Council Press Advertising | Removed – covered by Community Engagement and Public Consultation policy |
| Statutory Appointments | Removed – covered by Schedule of Authorised Persons |
| Study Expenses | Removed – now added to staff HR Policies and |

| Policy | Amendments/Changes |
|---|--|
| | Procedures as recommended by EMT |
| Staff Salary Sacrifices | Amended – removed briefcases, electronic diaries etc (outdated) |
| Gratuity Payments | Amended – removed 9.25% and replaced with statement allowing for updates to amount when/if super guarantee is changed by federal government and to clarify process of additional contributions |
| Gym Membership | Amended – minor wording change – permanent fulltime and part time |
| Code of Conduct | Amended – to reflect recommendations from BPR to include consequences for non-compliance and changes to legislation regarding misconduct. |
| Elected Members Allowances and Expenses | New – to provide guidance on reimbursement of expenses and applicable allowances. Reimbursement form has been developed in conjunction with this policy. |
| Elected Members iPad | New – guides provision and use of iPads for Councillors |
| Use of Shire of Irwin Community Bus | Amended - Licence class changed to “LR” from “MR” as LR is minimum class for bus size. |
| Assistance for Resident Elite Athletes | Amended - To clarify eligibility (minor wording change) |
| Community Assistance Scheme | Amended – to reflect establishment of new CAS Committee and current practice |
| Community Engagement and Public Consultation Policy | Replaced – new policy developed to provide better guidance for staff to implement and to reflect current better practice |
| Online Communication and Access Policy | Amended – minor grammatical updates |
| Purchasing | Amended – to reflect changes to Tender regulations and purchasing limits. |
| Debt Collection | Replaced – new policy developed to better reflect current practice and align with current legislation |
| Public Access to the Internet and Computer Facility at the Dongara Public Library | New – to guide proper use of internet and computer at Library as per recommendations from Manager Tourism and Library Services |
| Shark Sightings Policy | Amended – minor wording changes for easier reading |
| Galvanised Lintels in Building Construction | Removed – now covered under Building Act, as per recommendation from Manager Community Safety |
| Isolated Outbuildings | Removed – now covered under Building Act and Planning requirements, as per recommendation from Manager Community Safety |
| Sandwich Board Advertising Signs | Removed – now covered under Local Planning Policy: Advertising Signs |
| Site Works | Amended – point (a) Cut of Filling of Land has been removed, as per recommendation from Manager Community Safety |
| Illegal Building Works | Removed – now covered under Building Act, as per recommendation from Manager Community Safety |
| Termite Inspection – Council Buildings | Removed – Manager Community Safety has determined this is not necessary and undertaken anyway as part of building maintenance schedule |
| List of Building Permits Issued | Removed – Not appropriate or reflective of current practice |
| Dwelling House Standards | Removed – now covered under Building Act, as per recommendation from Manager Community Safety |
| Temporary Accommodation | Amended – as referred to B4 Site Works which has been |

| Policy | Amendments/Changes |
|--|---|
| | amended |
| Seafood Reveal Depots – Minimum Standards | Removed – need not identified and concepts covered under Building and Planning requirements |
| Construction of Stables | Removed – now covered under Building and Planning requirements |
| Building Activities Rubbish Disposal Charge | Amended – reference to “Dongara Rubbish Tip” changed to “Dongara Transfer Station” |
| Genetically Modified Food | Removed – no jurisdiction to enforce any restrictions regarding genetically modified food |
| Amalgamations of Lots | Removed – now covered by Building and Planning requirements as per recommendation from Manager Planning Services |
| Bushfire Contributions | Amended – removed need for Council to consider lots over 40ha as per Council recommendation (Minute #070914) |
| Roadworks Contribution | Removed – now covered by Local Planning Policy: Developer Contributions for Upgrades to Roads and Footpaths |
| Performance Bonds | Amended – to better clarify descriptions and meanings, and new development types have been added |
| Pylon Signs | Removed – now covered by Local Planning Policy: Advertising Signs |
| Secondhand Dwellings and Buildings | Amended – requirements for secondhand dwellings now covered by Local Planning Scheme (Omnibus Amendment) |
| Minimum Aesthetic Value of Transportable Site Offices on ‘Industrial’ zoned lots | Removed – now covered by Secondhand Buildings Policy |
| Design and Installation of Crossovers | Replaced – with Vehicle Crossover Policy to better reflect current practice and align with legislation. Also shorter and easier to read |
| Land Development – Design and Construction Criteria | Replaced – to better reflect current practice and align with legislation. Also shorter and easier to read |
| Protection of Kerb/Footpath & Cleaning of Roads and/or Drains | Replaced – to better reflect current practice and align with legislation. |
| Verge Treatment | Replaced – with Street Trees and Verge Treatment Policy developed in consultation with Tidy Towns Sustainable Committee and DCU |
| Public Open Space | New – developed to guide decision making in regards to Public Open Space |
| Employee Hire of Plant and Equipment | New – to guide employee use of plant and equipment for personal use |
| Vehicle Crossover Policy | Replaced – to better reflect current practice and align with legislation. |

Financial/Resource Implications:

Staff have been appropriately resourced to undertake this review

Statutory Environment:

Local Government Act 1995 s5.18 and s5.46

Policy Implications:

As outlined

Risk Implications:

Non-compliance is considered the most significant consequence with potentially major impacts however they are considered unlikely with the development and review of statutory and operational policies and delegations as required. The overall risk rating is therefore Moderate.

Strategic Implications:

Strategic Community Plan 2012 - 2022

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

During discussion on item CEO02 – 12/15, the Chief Executive Officer indicated that the prevailing Salaries and Allowances Tribunal determination relating to Shire of Irwin elected members would be included as a guidance note within Policy E14 Elected Members' Allowances and Expenses.

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

12.1 Events Committee Meeting - Port Denison Speed Trials

The Shire of Irwin Events Committee met immediately prior to the 15 December 2015 Council Meeting and, with the Shire President's approval, tabled the following recommendation for Council consideration.

COUNCIL DECISION 081215:

MOVED: Cr Thompson

SECONDED: Cr Leonard

That Council suspends Standing Orders at 4:28pm.

VOTING DETAILS:

CARRIED 8/0

COUNCIL DECISION 091215:

MOVED: Cr Thompson

SECONDED: Cr Meares

That Council reconvenes under Standing Orders at 4:37pm.

VOTING DETAILS:

CARRIED 8/0

EVENTS COMMITTEE RECOMMENDATION AND COUNCIL DECISION 101215:

MOVED: Cr Gumley

SECONDED: Cr Smith

That Council;

**a) supports the concept of the Port Denison Speed Trials being held September 2016;
and**

b) allocates up to \$5,000 for the event in the 2016/17 Budget.

VOTING DETAILS:

CARRIED 8/0

13. MATTERS BEHIND CLOSED DOORS

13.1 Shire of Irwin Service and Organisational Review Update

COUNCIL DECISION 111215:

MOVED: Cr Thompson

SECONDED: Cr Gumley

That Council, as the matters to be discussed affect employees, close the meeting to the public in accordance with section 5.23(2)(a) of the Local Government Act 1995 at 4:54pm.

VOTING DETAILS:

CARRIED 8/0

With the exception of the Chief Executive Officer, all staff and members of the gallery left the meeting at 4:54pm.

The Chief Executive Officer provided a confidential update presentation to Council in respect to the Shire's service and organisational review (SOR), associated industrial matters and a revised actions timetable adopted by the Executive Management Team (EMT).

Following the presentation, and in readiness for an Elected Member/CEO SOR Workshop in late January/early February 2016 (as a component of the EMT's revised actions timetable), Councillors were provided with a copy of the confidential consultant's report outlining Councillor and staff feedback and resulting recommendations, in accordance with the Local Government Act 1995 s5.23 (2)(a) and Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007.

COUNCIL DECISION 121215:

MOVED: Cr Gumley

SECONDED: Cr Kennedy

That Council:

- 1. Notes the actions of the Chief Executive Officer in respect to the service and organisational review and associated industrial matters; and**
- 2. Endorses the Executive Management Team's revised service and organisational review actions timetable, as outlined by the Chief Executive Officer at the 15 December 2015 Council meeting, including an Elected Member/CEO Workshop being held in late January/early February 2016.**

VOTING DETAILS:

CARRIED 8/0

COUNCIL DECISION 131215:

MOVED: Cr Thompson

SECONDED: Cr Leonard

That Council opens the meeting to the public at 5:39pm

VOTING DETAILS:

CARRIED 8/0

14. CLOSURE

The Shire President wished everyone a Merry Christmas and a Happy New Year.

There being no further business, the Presiding Member declared the meeting closed at 5:40pm.

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

I certify that this copy of the Minutes is a true and correct record of the meeting held on
15 December 2015
Signed:
Presiding Elected Member
Date:.....