



ATTACHMENTS TO COUNCIL ITEMS
Part 4 – Council Committee Meeting Minutes

ORDINARY COUNCIL MEETING
25 October 2016

ATTACHMENT:9.2.1

Minutes of the Heritage Advisory Committee
Meeting held 16 September 2016



SHIRE OF IRWIN

HERITAGE ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY 16 SEPTEMBER 2016 AT 11:00AM IN THE COUNCIL CHAMBERS, 11-13 WALDECK STREET, DONGARA.

Meeting commenced at 11:00am

Cr Scott opened the meeting and welcomed our guests

1. **PRESENT**

Cr Bronwen Scott	Shire of Irwin –Chairperson
Cr Sandy Gumley	Shire of Irwin
Tanya Henkel	Heritage Adviser
Debbie Gillam	Community Member
Doug Fotheringham	Shire of Irwin

APOLOGIES

Jim Clarke	Community Member
------------	------------------

2. **CONFIRMATION OF PREVIOUS MEETING**

The minutes of the Heritage Advisory Committee Meeting held on 31 May 2016 and the notes from a discussion on 08 July (when there was no quorum for a meeting) were accepted as being correct.

Confirmed by: Doug Fotheringham

Seconded by: Cr Sandy Gumley

3. **HERITAGE ADVISER ITEMS**

3.1. The Heritage Grants closed in July.

3.2. Telstra have been advised that the water tank for Site of Ropely Farm (MI Place No. 43), located adjacent and to the south side of Dongara District High School, was likely removed during the construction of the school.

3.3. Stage 1 of the MI Review has completed, and Stage 2 may be carried out this financial year, depending on the availability of heritage funds.

3.4. Monsignor Hawes Centre in Geraldton is now open to the public, and well worth a visit.

4. **REFERRALS FROM COUNCIL**

4.1. Nil

5. **GENERAL BUSINESS**

5.1. Heritage Awards Judging – the Committee considered nominations in the Projects Category from the Irwin District Historical Society for their 'War at Sea' project and from the Shire of Irwin for their 'Oral History' project. Both projects were considered to be of very high quality. The Committee agreed that the Oral History project should win the award and that the War at Sea project be given a certificate stating that is

was highly commended by the Committee. The awards ceremony is to be held on Wednesday 02 November 2016 at 2pm.

Actions:

- Manager Regulatory Services to arrange awards ceremony, award and certificate.
- Chairperson and Heritage Advisor to prepare some notes for the awards ceremony.

1. NEXT MEETING

Next meeting will be held in the Council Chambers Wednesday 02 November at 1pm.

Meeting was closed at 11:56am.

ATTACHMENT:9.2.2

Minutes of the Economic Development Advisory Committee
Meeting held 21 September 2016



**MINUTES FOR ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS,
11-13 WALDECK ST, DONGARA ON
WEDNESDAY, 24 FEBRUARY 2015 AT 4.35PM**

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

PRESENT: Members Cr I F West
Cr M G Meares
Cr B R Thompson
Mr Darren Simmons, CEO
Mr Kevin Beermier
Mr Roy Smith

APOLOGIES: Mr Wayne Wickham
Cr M T Smith

-
1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
 2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
 3. **CONFIRMATION OF MINUTES**
 - 3.1 **MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 20 JULY 2016**

A copy of the Minutes of the Shire of Irwin Events Committee Meeting held on 20 July 2016 has been provided to all Committee Members under separate cover.

MOVED: Cr Barrye Thompson

SECONDED: Cr Mal Meares

That the Minutes of the Shire of Irwin Events Committee Meeting, held on 20 July 2016 be confirmed as a true and accurate recording of that meeting.

[EDAC Minutes 20 July 2016](#)

- 3.2 **BUSINESS ARISING FROM PREVIOUS MEETING**

Nil.

4. **REPORTS**

Nil.

5. OTHER BUSINESS

1.1. SMALL BUSINESS FRIENDLY LOCAL GOVERNMENTS INITIATIVE

Attachment 5.1 – Charter and Reporting Template

The Small Business Development Corporation is pleased to launch this initiative and work closely with local governments to recognise those that are small business friendly. There are numerous benefits for local governments in participating, including:

- Creating a desirable location to live and establish a business
- Supporting your local economy
- Building vibrancy in your community
- Collaborating and sharing with other small business friendly local governments

The Shire is looking to participate in this program with the support and oversight of this Committee. Feedback is sought from EDAC on whether local businesses see a benefit in the Shire being involved.

The Committee briefly reviewed the documents and discussed. Cr Thompson raised concern in regards to the commitment for reporting. The CEO outlined that it did not appear to be onerous.

The CES outlined a number of benefits of the program:

- Demonstrates the Shire's commitment and interest in supporting small local business
- Provides opportunities to work more closely with the local business community to achieve shared goals and identify future needs
- Some projects can already be used to meet the requirements of the Program
- Meets Strategic Community plan objectives

There did not seem to be strong interest from the Committee to be involved and the CEO therefore advised that it would be considered and actioned in-house.

A broader discussion was had in regards to promoting and accessing local businesses - the CES outlined that the BUYMIDWEST campaign, through the Mid West Chamber of Commerce and Industry (MWCCI), provided a platform for business listings and is known to assist with promoting to contractors outside the region.

ACTION: The Shire President to include a mention in regards to the BUYMIDWEST campaign in his announcements and/or newsletter to help promote.

1.2. ECONOMIC WORKSHOP

The Committee have an opportunity to debrief of the recent workshop and discuss any outcomes.

5.2.2 Feedback

Although community participation was low, the Committee felt that it was generally a well facilitated workshop with some great ideas.

Some of the key points taken from the workshop and this discussion:

- Important to find our areas of speciality or uniqueness to attract business
- Businesses lack experience and skills in marketing, and awareness of its effectiveness – consider obtaining a marketing expert to run a workshop for local business?
- The Shire is about to undertake a community perceptions survey – would be useful to use this to gain an understanding of local needs
- Would be helpful to see where household spend is going? Could task Curtin Uni students with determining this using Remplan and other resources currently available.
- The group attending the workshops offered the “best” definition of economic development
- Another key question to have answered is “What would it take for your business to double?” This would provide insight into the real needs and direction for individual businesses.
- A key factor in ‘outside spend’ is families commuting to Geraldton for school – how can the Committee positively influence this? Midwest Blueprint may provide an opportunity to assist with this.
- Overall message – bring in more wealth (trade) and keep wealth in (local) to help the economy run better
- General interest in gaining more feedback from the local community/businesses on what they need / what’s holding them back?

5.2.3 Audit of Community Skills and Facilities

May be an opportunity to identify unknown or hidden skills from the community and enable some “community matchmaking”. Further feedback needed on how best to obtain this information.

5.2.4 Other Projects

1.3. DRAFT PROJECT PLAN – ECONOMIC DEVELOPMENT PLAN

A Draft Project Initiation Form has been developed to guide the progress for developing the Economic Development Plan.

The Committee were in support for the PIF. The CEO outlined that the Shire has also received some funding to undertake an Industrial Strategy that may feed into the development of an overall Economic Development Plan. Further information to be supplied at a later date.

5.4 BUYMIDWEST Directory Online

The Mid West Chamber of Commerce and Industry (MWCCI) has recently announced its BuyMidwest directory is now online. It has been identified that this is an opportunity for local businesses to make themselves known to the wider regional market if appropriate. Is this an opportunity for EDAC to assist with promotion?

As discussed under Item 1.1.

5.5 DONGARA IGA CAMPING DATA COLLECTION

Kevin submitted a copy of a recent Facebook post and a statistics report in regards to their collection of spending in the Dongara IGA from those utilising the Free Camping site in town.

The post outlines positive feedback regarding the town and provision of this site. The Caravan and Camping WA have advised they wish to include a write up in their quarterly magazine.

In regards to the data, Kevin reported that there wasn't a significant spend on lotto, cigarettes, it was mostly groceries which has the highest margins for profit. Data was collected from 49 vans during the collection period which indicated on average \$49 spend per vehicle.

People appreciate the opportunity to speak with friendly staff.

As there is limiting data on how often people stay at caravan parks and feedback on appropriateness of parks for size of vehicles etc the Shire President offered to go to the free camping site in town 2-3 times per week and speak to visitors.

It was reported that some surveys that the Shire provides on-site are being taken before staff can collect. The CEO indicated he would liaise with staff in regards to the data being compromised and liaising with other businesses.

6. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 6:17pm.

The next Shire of Irwin EDAC Meeting is scheduled for 9 November 2016

ATTACHMENT:9.2.3

Minutes of the Community Assistance Scheme Committee
Meeting held 7 October 2016



Shire of Irwin

COMMUNITY ASSISTANCE SCHEME COMMITTEE

MINUTES

OF MEETING HELD FRIDAY, 07 OCTOBER 2016
AT THE SHIRE MEETING ROOM, COMMENCING AT 2:00PM

1. **ATTENDANCE**

Cr BC Scott	Shire of Irwin – Chairperson
Ms Suzette Van Aswegen	Director Planning and Infrastructure
Ms Nicole Nelson	Acting Director Corporate and Community
Mrs Shannan Taylor	Community Officer (Minute Taker)

2. **APOLOGIES**

Mr Geoff Peddie	Director Corporate and Community
Cr SF Gumley	Shire of Irwin - Councillor
Mr Laurie Smith	Manager Irwin Recreation Centre

3. **CONFIRMATION OF PREVIOUS MINUTES – HELD FRIDAY 27 MAY 2016**

3.1 Insufficient committee members present who attended the meeting held on the 27 May - Minutes to be carried over to the next meeting.

4. **COMMITTEE MEMBERS**

4.1 Due to staff changes through the restructure a request to register a change of members of this committee is required. Community Assistance Scheme Committee recommendation:

That Council:

- Receives the Minutes of the Shire of Irwin community Assistance Scheme Committee meeting held 7 October 2016;
- Ask for an Officers Report to Council seeking 4 Councillors as members; and
- call for expression of interest from Community Members (2 Community Members)

5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

5.1 Event Cancellation – suggest adding a dot point to Grant Agreement stating “*No payment will be made in the event that the approved activity is cancelled. Event insurance is recommended.*”

Moved: Ms Suzette Van Aswegen

Seconded: CR BC Scott

6. **PREVIOUS ROUND**

6.1 Mid West Autumn Craft Round Up – no acquittal received.

Committee recommends a formal letter from the Shire be sent to the Mid West Autumn Group outlining the Community Assistance Scheme funding agreement and requesting that the acquittal be provided.

The Committee agrees that should the acquittal not be provided future funding for the group is unlikely.

7. UPDATE OF ROUND ONE APPLICANTS

7.1 Duyfken

The Duyfken received a good reception on arrival.

Shire staff, community members and Duyfken staff were happy with the outcome of the visit resulting in a positive new relationship.

The sundowners event was hosted by the Irwin District Charity Ball Committee was a successful event.

7.2 RSL

The RSL have installed the sound proofing equipment that they received funding for.

Acquittal is yet to be received.

7.3 St John Ambulance

St John Ambulance will be hosting "It's A Knockout" on 5 November 2016

Shire of Irwin will be represented by a team at the event.

7.4 Dongara Patchwork Club

Hanging of the Quilts will be held 9 October 2016.

Ian West, Darren Simmons and Nicole Nelson will attend the official opening.

7.5 Irwin District Charity Ball

The Ball is all going ahead as planned for the 15 October 2016.

8. NEXT ROUND

8.1 Open

Round two is currently open and being advertised and will close 14 November 2016

9. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

10. NEXT MEETING

10.1 The next meeting will be held 11 November 2016

11. CLOSURE

11.1 Meeting closed at 2:35pm

ATTACHMENT:9.2.4

Minutes of the Asset Management Advisory Committee
Meeting held 10 October 2016



**MINUTES FOR THE ASSET MANAGEMENT
ADVISORY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS ON
MONDAY, 10 OCTOBER 2016 COMMENCING
AT 8.30AM.**

PRESENT:	Members	Cr B R Thompson (Chairperson) Cr S Gumley Cr M T Smith Cr I F West
	Staff	Mr D J Simmons, Chief Executive Officer (CEO) Ms S van Aswegen, Director Planning Infrastructure (DPI) Mr S Ivers, Manager Technical Services (MTS) Ms L E Tunbridge, Coordinator Organisational Performance (Minute Taker)

APOLOGIES: Nil

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The CEO declared the meeting open at 8.30am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Nil.

3. ELECTION OF CHAIRPERSON

The CEO called for nominations.

At the close of the nomination period the CEO advised that one (1) written nomination had been received for Asset Management Advisory Committee Chairperson, being Cr Barrye Thompson (nominated by Cr Ian West). There being no other nominations, the CEO subsequently declared Cr Barrye Thompson the Chairperson (presiding member) of the Asset Management Advisory Committee for the Shire of Irwin.

4. REPORTS

Nil.

5. OTHER BUSINESS

5.1. TERMS OF REFERENCE

There was a brief discussion regarding the presented terms of reference with all Councillors in agreement to proceed with its adoption.

ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: Cr West

SECONDED: Cr Smith

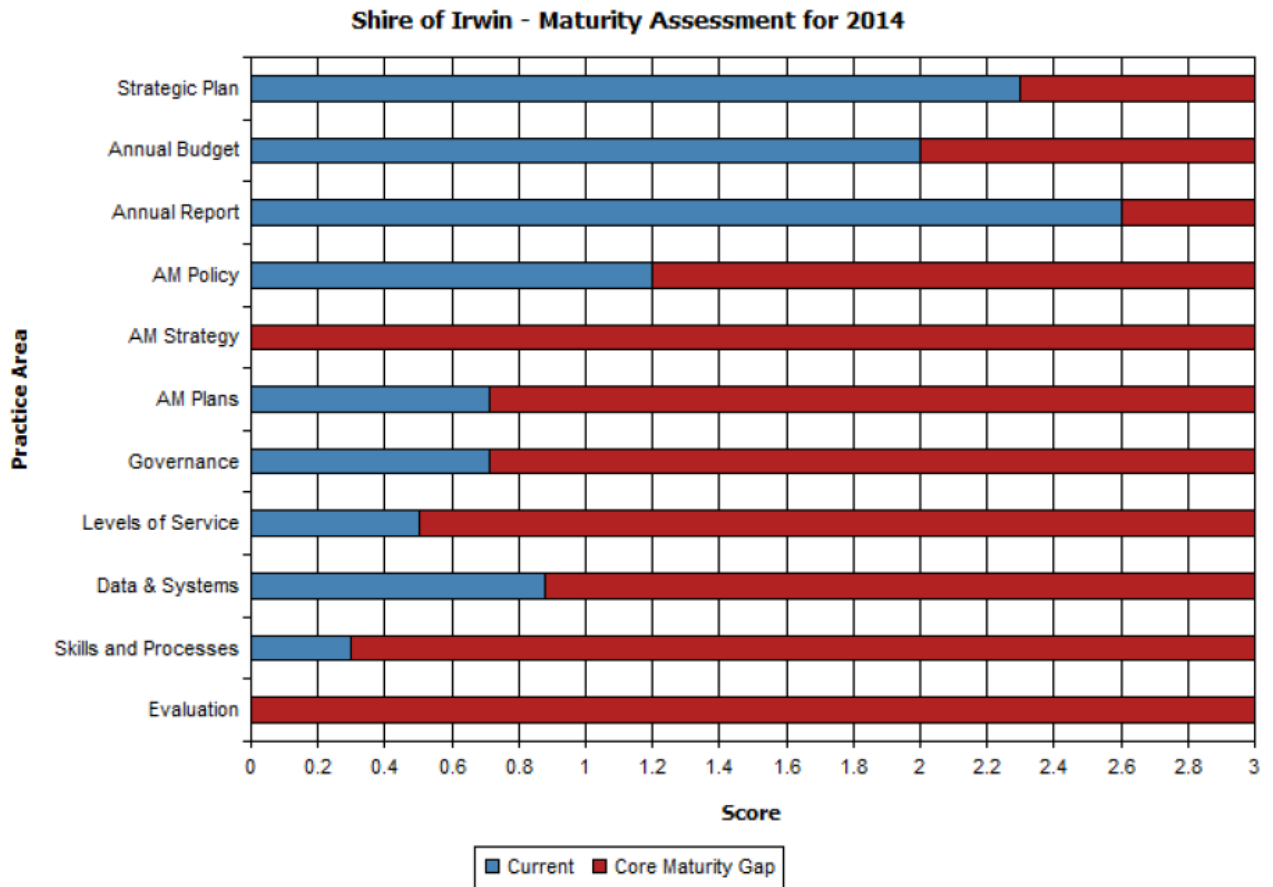
That the Asset Management Advisory Committee Terms of Reference (October 2016 / Version 2), as attached, be adopted.

VOTING DETAILS: **4/0**

5.2. NATIONAL ASSESSMENT FRAMEWORK (NAF)

The DPI outlined that the Technical Services team would be working to address shortfalls in the Shire of Irwin’s current asset management performance with the guidance of the International Infrastructure Management Manual and the IPWEA Plant and Vehicle Management Manual to ensure that whole of life cost and all types of assets are considered and planned for.

The requirement to consider the increasing value of assets and the need for depreciation to be calculated at a relevant rate was also emphasised.



5.2a National Assessment Framework attachment (page 2)

The CEO stated that Council, through the Asset Management Advisory Committee, must adhere to any strategies and policies it endorses / adopts to ensure that staff are able to achieve a positive outcome in a timely manner.

5.3. ASSET MANAGEMENT SYSTEM

The MTS provided a short presentation on the Asset Management System ‘Assetic’ outlining that this was the program that the City of Greater Geraldton used to assess and

manage their assets and was a program which he felt was more user friendly than the current system that the Shire has in place i.e. ROMAN, RAMM.

The Assetic system provides an opportunity to register and rate all Shire assets so that asset assessment and management planning remains succinct and relevant. An additional benefit of the system is that it includes GIS data reference points, therefore removing the need to purchase an additional system to ensure that GIS data is stored.

The MTS outlined that this system would assist the Shire in moving from a reactive asset management style (i.e. driven by customer requests) to a Plantar (scheduled maintenance/upgrade/renewal) and proactive inspection style.

There was a question asked in regards to whether the system was able to be used by a number of staff rather than building a dependency on one staff member to understand and keep the system updated. In response, Councillors were assured that the easy to use format of Assetic combined with a staff member already being familiar with the program would deal with these concerns.

It was also asked if the system had the flexibility to enter in additional / amended work requirements if need be. The response indicated that this was possible and the system would subsequently show the financial / opportunity cost created by any proposed amendment to the management schedule.

For larger Councils this system is made available for a significant expense, however it is being offered to the Shire of Irwin for \$15,000 (already within the budget) on the proviso that the Shire provides their database as a base model for other similar sized local governments to use in the future.

ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: Cr West

SECONDED: Cr Smith

The Council endorses the Manager Technical Service's selection and subsequent purchase of the 'Assetic' Asset Management System as per the 2016/17 budget provisions.

VOTING DETAILS:

4/0

5.4. LIGHT FLEET DISPOSAL – POST AUCTION REPORT

The DPI and MTS produced a report indicating the recent outcome of 4 vehicles sold through 'Pickles Auctions'.

In the report, 'referred items' means vehicles that went to auction and did not meet the reserved price, however with further liaison between the buyer and the Shire of Irwin were sold at an agreed price. In this case, and although not mentioned in the report, item 3 was sold for \$11,150 and item 5 was sold for \$8,000. It was noted that on average the Shire came up \$850 over the reserve price. The MTS also indicated that the same strategy discussed under 5.5 was used to set the reserve price in this instance and the positive outcome above reserve price was a good indicator of its potential success.

The 'sold items' were the items which either met or exceeded the reserve price.

All items were retained at the Shire Depot during the sale process to save on transportation costs, it was considered that this would be carried out again with future 'Pickles' transactions.

LIGHT FLEET PURCHASING STRATEGY

The DPI and MTS presented an excel spreadsheet comparing various vehicles and fleet change over periods and their subsequent financial impacts. There were a number of vehicles analysed as part of this process that produced a positive figure which would assist in offsetting the operational costs of the vehicle in the first year, thus providing a more cost effective management method of the Shire's light fleet.

Results of the comparative data indicated that by making a better selection of the cars purchased, purchasing and selling in bulk, and modifying change over periods of all light fleet vehicles to 12 months, the Shire can potentially put themselves in a position to save nearly \$100,000 on an annual basis.

With 11 vehicles already listed for changeover within the 2016/17 budget, the committee supported that a full changeover of the Shire's light fleet as suggested by the excel report (13 vehicles in total) should be pursued.

Light Vehicles

Provision has been made for the changeover of administrative and operational vehicles for business use, following consideration of contract and employment arrangements.

Office of the CEO

Chief Executive Officer Vehicle	\$42,800 (\$14,000 net)
---------------------------------	-------------------------

Directorate Corporate and Community

Director Corporate and Community Vehicle	\$59,200 (\$12,000 net)
Manager Customer Services Vehicle	\$35,100 (\$12,000 net)
Manager Community Capacity Vehicle	\$34,000 (\$17,000 net)
Administration Vehicle	\$21,600 (\$12,000 net)

Directorate Planning and Infrastructure

Director Planning and Infrastructure Vehicle	\$39,700 (\$14,000 net)
Manager Regulatory Services Vehicle	\$34,000 (\$15,000 net)
Manager Technical Services Vehicle	\$34,000
Regulatory Services Vehicle	\$26,500
Technical Services Vehicle	\$38,000
Ranger's Utility	\$35,800 (\$20,000 net)

Shire of Irwin 2016/17 Budget (page 19)

ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:

MOVED: Cr West

SECONDED: Cr Smith

That the Asset Management Advisory Committee moves behind closed doors at 9.45am in accordance with the Local Government Act 1995 s5.23(2)(a).

VOTING DETAILS:

4/0

The DPI, MTS and Coordinator Organisational Performance left the room whilst the CEO and Councillors discussed the staff remuneration package impacts as a result of the proposed change in strategy for the procurement of the Shire's light vehicle fleet.

ASSET MANAGEMENT ADVISORY COMMITTEE DECISION:**MOVED: Cr West****SECONDED: Cr Gumley****That the Asset Management Advisory Committee reopens the meeting at 10.01am.****VOTING DETAILS:****4/0**

Councillors asked the MTS whether bulk purchase and sale of the items was crucial to the cost savings projected, to which it was outlined that this was the case and that any bulk purchases would be done through WALGA eQuotes which replaces the need to call for tenders.

Also raised was the need for future community engagement prior to a vehicle / item of plant being listed for sale with 'Pickles Auctions' so that locals are aware of, and provided with the opportunity to, inspect and make a relevant bid/purchase as part of the process. It was felt that this would assist with providing transparency and also potentially increase community benefit.

ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL:**MOVED: Cr West****SECONDED: Cr Smith****The Council, subject to adopted budget provision, endorses the one year light fleet strategy based on a whole of life asset management process, as presented to the Asset Management Advisory Committee meeting held on Monday, 10 October 2016.****VOTING DETAILS:****4/0****5.5. SKATE PARK/BMX FACILITY CLEAN UP**

The CEO outlined that he was in receipt of a notice of motion regarding the 'clean up' of the Skate Park / BMX facility and was concerned about people's perceptions as to what clean up meant (i.e. this could be considered as maintenance, renewal or upgrade). As such he outlined that a relevant item was on the Council Forum agenda and referred to a consultancy brief (provided as an attachment with the agenda) which highlighted the need to strategically plan for the area and engage with the community prior to planning and undertaking works beyond existing maintenance.

It was suggested that Councillors need to remain focussed on setting the strategic vision for the area before anything is done in an operational sense above the current maintenance level.

6. GENERAL BUSINESS**6.1. PICKLES AUCTIONS – SHIRE GRADER**

Cr West indicated that the Shire's John Deere Grader photographs currently shown on the Pickles Auctions website showed two flat tyres.

The Manager Technical Services outlined that he would contact Pickles Auctions as at the current time had been no formal agreement to proceed with sale and as such the item should not be listed on the website.

6.2. BUSHFIRE RESPONSE

The CEO outlined that he had called a meeting to discuss post-staff restructure bushfire incident logistics and resourcing arrangements. As part of his intentions for this meeting, he outlined that re-tasking plant and equipment to assist with fire incidents may no longer be the best way to do things and as such would suggest that liaison between the Shire's Chief Bush Fire Control Officer, Community Emergency Services Manager (CESM), Ranger and private contractors may prove more effective (i.e. quicker response times, less damage to Shire equipment, less opportunity cost for the Shire).

7. CLOSURE

There being no further business, Cr Thompson declared the meeting closed at 10.58am.

ATTACHMENT:9.2.5
Minutes of the Events Committee
Meeting held 11 October 2016