



ATTACHMENTS TO COUNCIL ITEMS
Part 4 – Council Committee Meeting Minutes

ORDINARY COUNCIL MEETING
22 November 2016

ATTACHMENT:9.2.1
Minutes of the Roadwise Committee
Meeting held 31 October 2016



**MINUTES FOR IRWIN ROADWISE COMMITTEE MEETING
HELD AT THE SHIRE ADMINISTRATION,
11-13 WALDECK ST, DONGARA ON MONDAY,
31 OCTOBER 2016 FROM 3.00PM**

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

PRESENT:	Members	Cr B C Scott	Shire of Irwin (Chairperson)
		Stacey Pratt-King	Shire of Irwin (Minute Taker)
		Stephanie Clarkson	Shire of Irwin
		Grant Rosman	Dongara Police
		Kate McConkey	SDERA
		Samantha Adams	RoadWise
		Sarah Page	MRWA
		Michael Butcher	Dongara Volunteer Fire Brigade
		Fran McAllen	Dongara Volunteer Fire Brigade
GUESTS:		Brodie M'Leane	Dongara Volunteer Fire Brigade
		Paul Parker	Dongara Volunteer Fire Brigade
APOLOGIES:		Cr M Smith	Shire of Irwin

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- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
 - 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
 - 3. CONFIRMATION OF MINUTES**
 - 4.1 MINUTES OF THE IRWIN ROADWISE COMMITTEE MEETING HELD ON 08 AUGUST 2016**

A copy of the Minutes of the Irwin Roadwise Committee Meeting held on 08 August 2016 was provided to all Committee Members under separate cover.

ROADWISE COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: M. Butcher

SECONDED: S. Clarkson

That the Minutes of the Irwin Roadwise Committee Meeting, held on 08 August 2016, be confirmed as a true and accurate recording of that meeting.

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Keep Left Postcards

Sam provided an update to the Committee regarding the Keep Left postcards and suggested that stickers placed on windscreens was an alternative option other RoadWise Committees in the region were considering. All those present supported the inclusion of Keep Left sticker to the 2017 Action Plan. Sam to provide Bronwen with further details to assist with the 2017 funding application.

ACTION: Sam to provide Bronwen with details regarding the cost of producing the Keep Left stickers by COB 30 November 2016.

5.2 Midlands Road Speed Limit – Irwin Town Site

All present noted the incoming correspondence not supporting any change to the speed limit and the item was closed.

5.3 Motorised Bike use on Irwin River Walk Trails

Bronwen noted the Shire's efforts in deterring motorised bike use along the Irwin River through the installation of signs. Bronwen asked that the Police provide further advice to the community through their regular Local Rag article.

5.4 Speed limit restrictions - Tabletop Road and Mount Horner West Road

The application to increase the RAV speed restrictions on Tabletop Road and Mount Horner West Road was provided to Mainroads Heavy Vehicle Services department for their final assessment. With no further action required by the Committee the item was closed.

5.5 Indian Ocean Drive – 80km Speed restriction signage

Sarah advised the Committee that as per MRWA specifications there is adequate sight distance in relation to the sign and noted the rail was considered 'active' by the asset owner due to ongoing maintenance requirements.

Michael asked that the location of the sign be reviewed due to concerns that the current placement does not allow enough time for drivers to lower their speed to the required 80km/hr.

ACTION: Sarah Page to provide further advice regarding the location of the sign in relation to the change of speed restriction.

6. REPORTS

Nil

7. GENERAL BUSINESS

7.1 2017 Roadwise Action Plan

Samantha Adams

Sam provided an update on Geraldton and Kalbarri's activities as part of their 2017 Action Plan submission, including the refurbishment of the road safety trailer at the City of Greater Geraldton and Kalbarri's regional passport booklet project.

To assist with the development of the Irwin Roadwise 2017 Action Plan Bronwen requested specific details be provided to herself to help inform the funding submission.

ACTION: Sam to provide specific details including approximate funding and resources requirements to Bronwen by COB 30 November 2016.

Kate McConkey

Kate suggested the following activities for inclusion in the Irwin Roadwise 2017 Action Plan:

- Smart Steps training night at the local day care centre
- Road Safety morning/afternoon for parents with children 0-7 years, possible held at the Irwin Rec Centre
- School holiday bike safety program
- Young road users and parent forum including keys for life workshop. Suggestions by the group was that two workshops throughout the year may offer a greater opportunity for participation.
- Funding to purchase and distribute SDERA school work books and journals to the local High School students.

To assist with the development of the Irwin Roadwise 2017 Action Plan Bronwen requested specific details be provided to herself to help inform the funding submission.

ACTION: Kate to provide specific details including approximate funding and resource requirements to Bronwen by COB 30 November 2016.

Stephanie Clarkson - Include budget provisions for the purchase of more bin stickers, banners using children's artwork from the previous school holiday program and mobile phone bags.

Sarah Page - Free safety checks on vehicles to coincide with the increase in Easter holiday traffic. This could include looking at correct load distribution, weight and vehicle road worthiness. The inspections to be completed by a qualified Mechanic and information possibly provided by MRWA on correct distribution and weight of loads.

Cr Bronwen Scott- Road crash exercise to possibly coincide with the Denison Foreshore Sprint or the Football Club belt up day.

Grant Rosman- Committee to focus on their online presence, to enable electronic communication with younger members in the community. Currently the Local Police are having great success with their various social media campaigns.

Grant explained to the Committee that the WA Police have identified target offences known as Category A offences, which are offences that contribute highly in fatal and serious crashes. These include; driving under the influence of alcohol/drugs, careless/dangerous/reckless driving, non-speed camera speeding offences, no authority to drive/unlicensed vehicle, use of mobile phones whilst driving, and non-wearing of seatbelts/restraints/helmets. Grant suggested the Committee focus their attentions on the above behaviours.

ACTION: Grant to email information regarding Category A offenses to Bronwen.

7.1.4 Development of the funding submission for the 2017/18 Roadwise Action Plan

Bronwen, Stacey and Stephanie to develop a funding submission for the 2017 Roadwise Action Plan based on the above suggestions from today's meeting.

7.2 It's a Knock out Event – 5 November 2016

Sam offered to be available on the day with assistance from Stephanie to distribute information and merchandise. Stacey and Stephanie to provide all the available Roadwise merchandise ready for distribution by Sam on the day.

7.3 Driver Reviver

Postponed for further discussion at the next meeting.

7.4 Road Ribbon for Road Safety

Road Ribbons for Road Safety to be distributed during the Carols by Candle Light event at the Town Park. Bronwen to coordinate the event with the local ministers.

Stacey to produce Santa posters for distribution to local businesses during November.

7.5 Midwest Officer's Report – Samantha Adams

Sam provided the Committee with a number of reports and discussed the recent four day Road Safety forum she attended in Brisbane.

8. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

9. SETTING OF FUTURE MEETING DATES

To assist with scheduling future meeting dates the following was endorsed by all present.

The Irwin Roadwise Committee will meet on the fourth Monday of every second month commencing from Monday 23 January 2017 at 2pm in the Shire of Irwin Council Chambers.

10. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 4.20pm.

ATTACHMENT:9.2.2

Minutes of the Economic Development Advisory Committee
Meeting held 9 November 2016



**MINUTES FOR ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS,
11-13 WALDECK ST, DONGARA ON
WEDNESDAY, 9 NOVEMBER 2016 AT 4.45PM**

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 B R Thompson
Mr Darren Simmons, CEO
Mr Kevin Beermier
Mr Ron Saulsman

APOLOGIES: Mr Wayne Wickham
Cr M T Smith
Cr M G Meares
Mr Roy Smith
Ms E Greaves

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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 21 SEPTEMBER 2016**

A copy of the Minutes of the Shire of Irwin Events Committee Meeting held on 21 September 2016 has been provided to all Committee Members under separate cover.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE DECISION:

MOVED: Cr Barrye Thompson

SECONDED: Mr Kevin Beermier

That the Minutes of the Shire of Irwin Events Committee Meeting, held on 21 September 2016 be confirmed as a true and accurate recording of that meeting.

[EDAC Minutes 21 September 2016](#)

3.2 BUSINESS ARISING FROM PREVIOUS MEETING

- Statistics Collection Campers – IGA no longer collecting data but have kept up signs to gain feedback from relevant customers, due to the huge positive response it received.
- Free camping data collection project was approved through EDAC Minutes at July Council Meeting – Cr Thompson. CEO to discuss with Nicole installing a receipt box at the Town Oval for campers to show where they have spent their money, collection

to go over a 6 month period. An incentive prize of \$600 gift card would be promoted to encourage use.

ACTION: Nicole to coordinate the data collection project as per July 2016 recommendation and report back to EDAC in 6 months.

4. REPORTS

Nil.

5. OTHER BUSINESS

5.1 LOCAL EDUCATION OPPORTUNITIES – ECONOMIC DRIVER

Through the recent EDAC Workshop and informal discussions some members have highlighted a desire to explore opportunities related to promoting or supporting existing local education and creating new opportunities as a local economic driver.

It is proposed that the Committee discuss its role and identify any actions that may be appropriate, including working with the local community and education providers.

Cr Thompson has provided some comments in this regard for further discussion.

Prior to discussion on the item 5.1 the CEO declared an interest as he is the Chair of the Dongara District High School (DDHS) Board. However, as the meeting would be reduced to 4 members and therefore without a quorum the Chair agreed to hold this item over for discussion at the next Committee meeting.

Cr West advised the Committee that DDHS Principal, Mrs Janine Calver has extended an invitation to the Committee to attend the school to discuss shared interests and potential partnerships.

5.2 UPDATE ON PORT DENISON FORESHORE REDEVELOPMENT PROJECT

Attachment 5.2.1 – [Master Plan and Costings](#)

Attachment 5.2.2 – [Business Case](#)

Attachment 5.2.3 – [Economic Evaluation](#)

Resulting from extensive stakeholder consultation, Shire staff and external consultants have developed a Port Denison Foreshore and Dongara Port Denison Trails concept and associated business case, with particular emphasis being made around the foreshore core rejuvenation, accommodation of recreational vessels, provision of amenities at grannies beach, upgrade of the current skate park facilities to provide for a transformed skate park and youth precinct in its current location, refurbished Denison House and pedestrian footbridge over the Irwin River.

Council have endorsed the plan at its Ordinary Council Meeting on 25 October 2016 with the intent of applying for funding from various sources, and consider and plan for aspects of the concept within their future operational planning and budget requests.

On this basis, and due to the significant preparation work that has already been carried out, the Shire's business case has been referred by the Mid West Development Commission and 'fast tracked' into "Stage Gate #3" (i.e. business case consideration stage) of the Department of Regional Development-administered 'Stage Gate' regional development funding initiative.

The Mid West Development Commission (MWDC) has referred the application to the Department of Regional Development (DRD) for review and discussion prior to the 2017 state election. There is a risk that the funding may be lost with a change of government. Letters of support have been provided by Lotterywest and Tourism WA.

5.3 TOWN CENTRE CHRISTMAS DECORATIONS PROJECT

Attachment 5.3.1 – [Christmas Decorations Project Initiation Form](#)

Attachment 5.3.2 – [Letter to Moreton Tce Business Owners](#)

In response to a request from the Midwest Chamber of Commerce and Industry Local Sub Committee and local business owners requested the Shire has been working on a project to decorate Moreton Tce for the Christmas period. Council have made provision to support this project by purchasing and hanging bunting and other local cost efforts, as well encouraging local businesses to get involved by decorating and lighting shop fronts.

The Shire has also enlisted the assistance of local community groups such as: Men in Sheds, Dongara District High Scholl, Dongara Patchwork Club, Blake House, Dongara Art Group, and the list is growing.

This is part of a broader initiative to promote buying local, enhancing community spirit and spreading the Christmas cheer. Committee members are asked to assist with promoting within the community.

Nicole provided an overview of the project to-date and there was a general discussion on the links with this year's Buy Local Campaign and competition.

5.4 NEXT MEETING – PROPOSED FOR 8 FEBRUARY 2017

Whilst the Committee's Terms of Reference provide for bimonthly meetings, it is suggested that we forego meeting in January 2017, as many members are likely to be on holiday/leave, and propose that the next meeting be held Wednesday, 8 February 2017.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE DECISION:

MOVED: Cr Ian West

SECONDED: Cr Barry Thompson

That the next Economic Development Advisory Committee (EDAC) meeting be held at 4:30pm on Wednesday, 8 February 2016.

6. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 5:47pm.

The next Shire of Irwin EDAC Meeting is scheduled for 8 February 2017.

ATTACHMENT:9.2.3

Minutes of the Asset Management Advisory Committee
Meeting held 16 November 2016



MINUTES FOR THE SPECIAL ASSET MANAGEMENT ADVISORY COMMITTEE MEETING TO BE HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 16 NOVEMBER 2016 AT 8:30AM

PRESENT:

Members	Representative Group
Cr I F West	Council
Cr S Gumley	Council
Cr M T Smith	Council
Cr B R Thompson	Council

Staff

Mr D Simmons, Chief Executive Officer
Ms S van Aswegen, Director Planning Infrastructure
Mr G Peddie, Director Corporate and Community
Mr S Ivers, Manager Technical Services
Mrs S L Pratt-King, Coordinator Technical Services (Minute Taker)

OBSERVER: Cr M Meares

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 8.27am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Nil

3. OTHER BUSINESS

3.1. JOHN DEERE CH670 GRADER

The presiding member opened up the floor for discussion.

A lengthy discussion ensued with multiple questions raised from Councillor members of which the Chief Executive Officer and Manager Technical Services responded to.

ASSET MANAGEMENT ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED: Cr Smith

SECONDED: Cr Gumley

That Council defer the sale of the John Deere CH670 Grader until April 2017 with a review of the sale thereafter.

CARRIED UNANIMOUSLY

VOTING DETAILS:

4/0

4. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 8.57am.
