

Shire of Exmouth

ORDINARY COUNCIL MEETING

MINUTES



19 December 2019

CONFIRMATION OF MINUTES

I hereby certify that the Minutes and Attachments of the Ordinary Council Meeting held on the 19 December 2019 are a true and accurate record of the proceedings contained therein.


.....

Matthew Niikkula
Shire President


.....

Dated

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MINUTES

Our Vision To be a prosperous and sustainable community living in harmony with our natural environment.

Our Purpose To responsibly provide governance for the whole community in the best interest of current and future generations.

Our Strategic Objectives

- Diversify and grow our economy in a manner that provides year round employment opportunities
- To protect and value our unique natural and built environment as we grow our economy.
- To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- To provide open transparent, accountable leadership working in collaboration with our community.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.00pm.

The Shire President acknowledged the aboriginal people both past and present, as the traditional custodians of the land on which we meet.

The Shire President advised the gallery in adhering to both the *Local Government Act 1995*, and the *Shire of Exmouth Meeting Procedures Local Law 2015*, it is an offense to record the proceedings of this meeting and asked the gallery to switch off any recording devices, including phones.

He advised the gallery the meeting will be recorded by the Executive Secretary for the purpose of compiling an accurate record of the minutes only; and the recording will be erased once they are confirmed.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Councillor M (Matthew) Niikkula	Shire President
Councillor B (Ben) Dixon	Deputy Shire President
Councillor G (Gary) Mounsey	
Councillor H (Heather) Lake	
Councillor M (Mark) Lucas	
Councillor A (Anne) McCarrol	
Mr C Woods	Chief Executive Officer
Mr M Richardson	Executive Manager Development Services
Mr M Bird	Executive Manager Commercial and Community
Mr G Coetzee	Executive Manager Corporate Services
Ms Head	Minute Clerk

GALLERY 1
APOLOGIES Nil
LEAVE OF ABSENCE Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTIONS TIME

Nil

5. DECLARATIONS OF INTEREST

Name	Report	Type of Interest	Extent of Interest
Councillor Gary Mounsey	12.3.1 Request for tender for Learmonth Airport RPT shuttle bus service.	Financial	Financial. No involvement, debate or vote.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Dixon requested a leave of absence from 20 December 2019 until 28 January 2020 inclusive.

COUNCIL RESOLUTION **ITEM 6.1**

Res No: 03-1219

MOVED: Cr Lucas
SECONDED: Cr Mounsey

Councillor Dixon requested a leave of absence from 20 December 2019 until 28 January 2020 inclusive.

CARRIED 6/0

Councillor Lucas requested a leave of absence from 4 January 2020 until 10 February 2020 inclusive.

COUNCIL RESOLUTION **ITEM 6.2**

Res No: 04-1219

MOVED: Cr McCarrol
SECONDED: Cr Mounsey

Councillor Lucas requested a leave of absence from 4 January 2020 until 10 February 2020 inclusive.

CARRIED 6/0

Councillor McCarrol requested a leave of absence from 1 February 2020 until 16 February 2020 inclusive.

COUNCIL RESOLUTION

ITEM 6.3

Res No: 05-1219

MOVED: Cr Dixon
SECONDED: Cr Lucas

Councillor McCarrol requested a leave of absence from 1 February 2020 until 16 February 2020 inclusive.

CARRIED 6/0

Cr Mounsey advised for information purposes only, he will be on annual leave between the 2 January 2020 to 15 January 2020 inclusive, however will be in town and available if required.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes and associated attachments of the Ordinary Council Meeting held on the 28 November 2019 and Special Council Meeting held on the 5 December 2019 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION

ITEM 7

Res No: 06-1219

MOVED: Cr Lucas
SECONDED: Cr Lake

That the Minutes and associated attachments of the Ordinary Council Meeting held on the 28 November 2019 and Special Council Meeting held on the 5 December 2019 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Cr Dixon	Attended: <ul style="list-style-type: none"> • The Gascoyne Zone and Regional Road Group meetings in Carnarvon. • A meeting with the Chief Executive Officer and Oropesa regarding Deepwater port proposal. • The Jurabi/Bundegi Coastal Park Joint Management Committee meeting.
Cr Lake	<i>"On December the 3rd, I attended the Jurabi and Bundegi Working Group meeting in Exmouth with Deputy President Dixon and CEO Cameron Woods. This was a preliminary working group meeting held with representatives of DBCA and the Shire and covered issues of:</i>

	<ul style="list-style-type: none"> • <i>The management of campers in no-camping areas of Jurabi/Bundegi Coastal area incorporating options of signage and agency staff to manage movements.</i> • <i>Determining how the presiding agencies of areas effected may be able to assist with visitors not camping in designated camping areas.</i> • <i>Accommodation of visitors to the Cape Range National Park and Jurabi/Bundegi areas during peak visitation periods when car parks were sometimes filled to capacity. Alternatives to beach accesses and car park sizes were discussed.</i> • <i>The meeting was constructive and further meetings are to be convened.</i> <p><i>On December 5th there was a local Waste Management Meeting convened by Mike Richardson, Executive Management of Development Services and attended by 30 + local people. During the meeting Mike sourced the expectations and desires of dealing with waste in Exmouth from those present. Then, based on his knowledge related to various practices that could be considered in a new waste strategy for Exmouth. For example, using compaction methods to reduce the volume of waste at the tip, creating a tip shop and occasional amnesties on fees for the collection of domestic green and metal waste in preparation for the cyclone season. There was a suggestion to form several smaller working groups in the future to work on different aspects of to deal with waste in general. He also highlighted the recent commercial tender for kerbside collection was presented as too expensive and is no longer being considered. A further meeting is being convened for the 29th January 2020.</i></p>
Cr Lucas	Thanks to Executive Manager Development Services, Mike Richardson for arranging the Waste Working Group meeting.
Cr McCarrol	Noted: the recent Waste Management meeting held has generated a lot of interest; the community are enthusiastic and willing to get involved. There is a lot of innovative ideas, not only in recycling but reducing and reuse and Exmouth could become leaders in this area.
Cr Mounsey	Nil

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Shire President read the following to the gallery:

"Today's meeting brings to a close a very busy 2019 calendar year for the Shire of Exmouth. It has been a year that boasted one of the biggest tourist seasons most can remember and many changes within the organisation that have streamlined operations and directed resources back into our community. Overall, it has been a year that Council and Staff should be proud of. A very tight budget was directed towards showing local pride. The town's streetscapes are looking great, footpaths are being repaired and constructed and a major focus has been placed on making Exmouth a wonderful place to live, not just to visit.

Today's Agenda, the last for 2019 is very big, so I won't go on for long, but I would like to thank my fellow councillors for the hard work and dedication to their role that has been evident throughout this last year. The long briefings, the hours of background reading and the tough decisions are just one part of this gig. What truly makes me proud of this council, is the passion each member has for the wonderful community they represent and the desire to get our strategic planning and direction right, not just for the locals and visitors of today, but for generations to come.

None of this would be possible without a solid and respectful working relationship with the CEO and his Executive Team. Being all relative new comers to our community, it is heartening to witness the huge workloads they undertake, with minimal resources, but maximum drive to succeed. A great deal of behind the scenes foundations have been laid, from which I truly believe Exmouth will start to reap the rewards over the next 2 years.

Council goes into recess throughout January, and, without pre-empting any council decisions to be made here today, we will convene again in early February for the Annual Electors Meeting.

I would like to wish everyone a safe and happy festive season, enjoy your break and once again, thank you for all your efforts throughout 2019".

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil

12. REPORTS OF OFFICERS

EXECUTIVE SERVICES

12.1.1 YEAR TO DATE - PROGRESS REPORT ORGANISATIONAL KEY PERFORMANCE INDICATORS

File Reference:	CM.PL.1
Responsible Officer:	Chief Executive Officer
Reporting Officer:	As above
Date of Report:	5 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Progress Report Corporate Business Plan 2019 2. CONFIDENTIAL Progress Report Corporate Business Plan 2019

PURPOSE

That Council receives the:

- Year to date progress reports for the 2019/20 Corporate Business Plan;
- CEO Key Performance Indicators; and
- Progress report for the departmental business plans.

BACKGROUND

The Corporate Business Plan (Attachment 1) has been created as a practical statement of how Council aims to achieve community objectives, as articulated in the Strategic Community Plan. The Corporate Business Plan has a clear assignment of responsibility, timeframe of projects and key measures for activities. Progress against actions is measured and will be reported in our annual report to the Council and the community, providing a clear and transparent understanding of meeting our sustainable challenges.

The Corporate Business Plan is Council's core strategic document for a 4 year period, commencing from 2018 to 2022. This Plan activates the Strategic Community Plan and integrates with other informing strategies including the Long Term Financial Plan.

The CEO Key Performance Indicators were adopted by Council in July 2019, and a requirement of the CEO Performance Review Committee was to provide a progress report in December; March and June annually.

To facilitate the achievement of organisational objectives each business unit prepares annual business plans as part of the annual budget process. Operational activities whilst a responsibility of the CEO directly affect service levels and operational budgets and they are important tools in delivering on the higher level corporate strategic objectives as outlined in the Corporate Business Plan.

Council has requested the preparation of high-level progress report against the departmental business plans for information only and this requirement forms part of the CEO key performance indicators.

COMMENT

The Chief Executive Officer presents to Council an update on the Shire’s Corporate Business Plan to keep them informed of the organisation’s progress.

The purpose of the final report is to:

- Provide a status update on the key actions undertaken by the Shire for 2019/20 financial year of the Corporate Business Plan;
- Demonstrate how the Shire, through the Corporate Business Plan is meeting the Shire’s Strategic Community Plan’s goals and strategies; and
- Meet the reporting guidelines of the Integrated Planning Framework.

The Corporate Business Plan is structured to meet the Community Strategic Plan objectives and as such is broken into four sections addressing Economic, Environmental, Social and Leadership aspiration of the Community.

Table 1 provides a summary progress report of the Corporate Business Plan actions and the items denoted with an * indicates the actions which require further explanation and discussion with Council. These discussions may lead to a change in the action or the timeframes allocated to the action. Comments are provided against each of the actions with a status of Monitor and Intervene in the Council copy of the Corporate Business Plan (confidential Attachment 2).

Table 1 - Corporate Business Plan Progress Report

Objective	Actions	Status - Complete	Status -On track	Status - Monitor	Status - Intervene
Economic	15	2	12	1*	0
Environmental	11	1	7	3*	0
Social	12	3	3	3*	3*
Leadership	6	0	5	0	1*
Total	44	6	27	7	4

Table 2 - Provides a progress report against the CEO Key Performance Indicators as at the mid-year review period

KPI 1 Corporate Business Plan	1.1 Progress the achievement of the 2019-20 Corporate Business Plan targets and provide updates to Council in: <ul style="list-style-type: none"> December 2019 March 2020 June 2020 	30 June 2020	On Track
KPI 2 Annual Departmental Plans	2.1 Progress the achievement of the 2019-20 Annual Departmental Plan targets and provide updates to Council in December March and June (annually).	30 June 2020	On Track
KPI 3 Local Laws Review	3.1 Convene a Council workshop to develop a program and priorities for the review of the Shire's Local Laws.	December 2019	Intervene – change date to March 2020
KPI 4 Signage Policy	4.1 Engage with the small business community (including the Exmouth Chamber of Commerce) to obtain feedback on Council's review of the Shire's signage policy. 4.2 Report to Council with the revised signage policy.	November 2019 December 2019	On Track On track – Feb OCM
KPI 5 Small Business Charter	5.1 Engage with the small business community (including the Exmouth Chamber of Commerce) to implement the Small Business Charter actions. 5.2 Report to Council with the findings from the consultation with the small business community and endorse the actions.	March 2020 April 2020	On Track On Track
KPI 6 Planning Services	6.1 Continuous improvement of the Shires Planning processes in relation to: <ul style="list-style-type: none"> The measurement of customer satisfaction levels. Reduction in processing times for Planning and Permit applications (post 1 July 2019). 	30 June 2020	On Track
KPI 7 Governance Support	7.1 Develop a governance and compliance calendar and provide to elected members. 7.2 Develop an organisational risk and business continuity strategy and report to Council. 7.3 Undertake a review of the Shire's Audit Committee and report to Council.	September 2019 December 2019 December 2019	Completed Completed Completed

Table 3 - A summary of the Departmental Business Plan progress report as at the mid-year review period
The table indicates that at the mid-year review period 78% of deliverables are completed or on track.

Department	Deliverables	Status – Complete	Status – On Track	Status - Monitor	Status – Intervene
Aviation	19	5	7	7	0
Communications	15	6	4	5	0
Community Development	21	6	9	6	0
Corporate Services	13	6	3	2	2
Human Resources	8	1	5	2	0
Law and Order	10	2	7	1	0
Library	10	0	10	0	0
Marine	7	1	3	0	3
Ningaloo Centre	20	3	12	5	0
Planning Building Health	21	2	14	5	0
Public Open Space	8	5	3	0	0
Roads	7	1	6	0	0
Waste	9	5	4	0	0
Pool	7	3	4	0	0
Total	175	46	91	33	5
%		25%	53%	19%	3%

CONSULTATION

Chief Executive Officer
Executive Managers

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5 Division 5, s 5.56
Local Government (Administration) Regulations 1996 Part 5, Division 3, r19DA

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.
 - 4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.1

That Council RECEIVE the:

1. Corporate Business Plan 2019/20 Progress Report shown in Attachment 1 and Departmental Business Plan Progress Report as shown in Table 3 of the report.
2. CEO Key Performance Indicators Progress Report and endorse the change in delivery date of KPI 3 as outlined in Table 2 of this report.

COUNCIL RESOLUTION

ITEM 12.1.1

Res No: 07-1219

MOVED: Cr Lucas

SECONDED: Cr Lake

That Council RECEIVE the:

1. **Corporate Business Plan 2019/20 Progress Report shown in Attachment 1 and Departmental Business Plan Progress Report as shown in Table 3 of the report.**
2. **CEO Key Performance Indicators Progress Report and endorse the change in delivery date of KPI 3 as outlined in Table 2 of this report.**

CARRIED 6/0

The following reports were recommended enbloc 12.1.2, 12.2.2, 12.2.3, 12.2.5

12.1.2 CORPORATE SERVICES POLICY REVIEW

File Reference:	CM.PO.10
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	Chief Executive Officer
Date of Report:	10 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Amended Policies 2.1 Asset Capitalisation Policy, 2.2 Interest Free Loans to Clubs and Organisations 2.6 Investment Policy, 2.7 Procurement Policy, 2.11 Use of Corporate Credit Card, 2.13 Risk Management Policy and 2.15 Information Management Policy

PURPOSE

That Council adopt the reviewed Corporate Services Policies dated 19 December 2019 to improve the effectiveness of the policy structure.

BACKGROUND

In November 2018 the Council Policy Manual was adopted:

COUNCIL RESOLUTION

ITEM 12.1.1

Res No: 04-1118

That Council adopt the reviewed Council Policy Manual dated 22 November 2018 to improve the effectiveness of the policy structure which includes:

1. Rescinding the following policies from the current Council Policy Manual dated 27 September 2018:

1.18 - Email and Internet Usage

1.19 - Injury Management & Rehabilitation

1.20 - Equal Opportunity

1.21 - Sexual Harassment

1.22 - Occupational Safety & Health

1.24 - Managing Public Question Time

1.25 - Managing Petitions, Deputations, Presentations & Submissions

2.5 - Community Noticeboard

3.1 - Learmonth Airport

3.2 - Exmouth Aerodrome

3.3 - Display of Promotional material and Advertising Signs at the Learmonth Airport Terminals.

2. Formally adopting the following modified Council policies:

- 1.6 - Council Briefing Sessions**
- 1.9 - Provision of Tablet (Internet Plan) to Councillors**
- 2.1 - Asset Capitalisation – Depreciation**
- 2.3 - Common Seal**
- 2.10 - Debt Recovery**
- 2.14 - Asset Management Policy**

3. Formally adopting the following new Council policies (refer Attachment 1):

- 2.5 - Reserves Policy**
- 2.15 – Information Management – IT System Security**

CARRIED 5/0

The objectives of the Council’s Policy Manual are:

- To provide Council with a formal written record of all policy decisions;
- To provide the staff with precise guidelines in which to act in accordance with Council’s wishes;
- To enable the staff to act promptly in accordance with Council’s requirements, but without continual reference to Council;
- To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
- To enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- To enable ratepayers to obtain immediate advice on matters of Council Policy.

COMMENT

It is recommended that the following policies are modified. The justification is outlined in Table 1 below:

Table 1 - Adoption of modified Council Policy (Attachment 1)

Policy		Justification
2.1	Asset Capitalisation	Reg 17 audit finding: Keeping the depreciation rates in this policy may result in a conflict with the depreciation rates applied in preparing Annual Financial Statements, due to the accounting standard requirement to annually assess depreciation rates and residual values of assets. Removed portable and attractive assets as it doesn’t relate to asset capitalisation requirements. This is documented in LG (Finance Management) Regulation 17B. Changed the Policy name from Asset Capitalisation – Depreciation to Asset Capitalisation.
2.2	Interest Free Loans to Clubs & Organisations	Position title within the policy changed from Executive Manager Community Engagement to Executive Manager Commercial and Community.
2.6	Investment Policy	The policy allows Council to only make short term investments. Increase the maximum term for investing from 180 days to 365 days. Council can invest 100% of total investment in A1+, with a max of 50% with one investment party. Council can invest 75% of total investment in A1, with a max of 50% with one

		investment party. Council can invest 50% of total investment in A2 and 20% with an individual investment party. Example: A1+ Westpac/NAB A1 MACQUARIE/ING A2 BOQ/Bendigo
2.7	Procurement Policy	Added including GST to the purchasing values to make this clear. As per the Local Government (Functions and General) Regulation 1996: 11A (1) A local government is to prepare of adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less. Added a threshold from \$5,000 to \$20,000 which requires 2 written quotations, and \$20,000 to \$50,000 requires 3 written quotations. Added the exemptions to requirement to publicly invite tenders as per the Local Government (Functions and General) Regulation 1996. (Reg 17 finding) The policy had a best practice suggestion for purchases from a supplier not to exceed \$150,000 over three years without calling tenders, which was removed as this is not a legislative requirement and not practical. (Reg 17 finding) Now includes that price variations are prohibited to existing contracts awarded by tender other than those provided within the original contract. (Reg 17 finding) Changed the policy title from purchasing policy to procurement policy.
2.11	Use of Corporate Credit Card	Changed the Deputy Chief Executive Officer title to Executive Manager Development Services. Reg 17 identified that this policy required the Shire President to sign the CEO's credit card. Under the Local Government Act 1995 the Shire President has no administrative authority and so no authority to authorise the CEO's credit card statement. Changed the Shire President to an Executive Manager to authorise and sign the CEO's statement.
2.13	Risk Management Policy	Updated the policy to the new risk standard ISO 31000:2018. (Reg 17 audit finding) Risk management assessment and acceptance criteria is now included in the policy. Included internal control and legislative compliance into the policy to formalise Council's commitment towards risk management, internal controls and legislative compliance. (Reg 17 finding)
2.15	Information Management – IT Systems Security	Updated backups requirements: tapes are stored securely offsite. Changed the IT Provider backup from tape to cloud. Changed the position responsible where applicable to Senior ICT Officer. Addition of ICT computer use agreement that needs to be signed by all staff and contractors. Added that IT security training and awareness are provided to all staff and contractors. Removed the minimum password age of 7 days.

It is recommended that the policies in Table 2 have been reviewed and don't require any changes.

Table 2 – Reviewed, with no changes required:

Policy	
2.3	Common Seal
2.4	Leases and Licences
2.5	Reserves Funding Policy
2.8	Distribution and Display of Promotional and Advertising Material at Council Offices or Buildings
2.9	Disposal of Surplus Council Furniture and Equipment
2.10	Debt Recovery
2.12	Regional Price Preference
2.14	Asset Management Policy
2.16	Record Management Policy
2.17	Related Party Disclosures

CONSULTATION

The policies have been considered by the Executive Management Team.

STATUTORY ENVIRONMENT

Section 2.7 (2)(b) of the *Local Government Act 1995* states that one of the roles of a Council is to determine the Local Government's policies.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.

4.1 To provide proactive, collaborative and transparent leadership

4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.2

That Council ENDORSE the:

1. Following modified Council policies:
 - 2.1 – Asset Capitalisation
 - 2.2 – Interest Free Loans to Clubs and Organisations
 - 2.6 – Investment Policy
 - 2.7 – Procurement Policy
 - 2.11 – Use of Corporate Credit Cards

- 2.13 – Risk Management Policy
- 2.15 – Information Management – IT Systems Security

2. Review of the following policies which require no change:

- 2.3 – Common Seal
- 2.4 – Leases and Licences
- 2.5 – Reserve Funding Policy
- 2.8 – Distribution and Display of Promotional and Advertising Material at Council Offices or Buildings
- 2.9 – Disposal of Surplus Council Furniture and Equipment
- 2.10 – Debt Recovery
- 2.12 – Regional Price Preference
- 2.14 – Asset Management Policy
- 2.16 – Record Management Policy
- 2.17 – Related Party Disclosures

COUNCIL RESOLUTION

ITEM 12.1.2

Res No: 08-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council ENDORSE the:

1. Following modified Council policies:

- 2.1 – Asset Capitalisation**
- 2.2 – Interest Free Loans to Clubs and Organisations**
- 2.6 – Investment Policy**
- 2.7 – Procurement Policy**
- 2.11 – Use of Corporate Credit Cards**
- 2.13 – Risk Management Policy**
- 2.15 – Information Management – IT Systems Security**

2. Review of the following policies which require no change:

- 2.3 – Common Seal**
- 2.4 – Leases and Licences**
- 2.5 – Reserve Funding Policy**
- 2.8 – Distribution and Display of Promotional and Advertising Material at Council Offices or Buildings**
- 2.9 – Disposal of Surplus Council Furniture and Equipment**
- 2.10 – Debt Recovery**
- 2.12 – Regional Price Preference**
- 2.14 – Asset Management Policy**
- 2.16 – Record Management Policy**
- 2.17 – Related Party Disclosures**

CARRIED 6/0

12.2.2 WASTE SERVICES UPDATES – WASTE COLLECTION RFT 04-2019 AND RENERGI TECHNOLOGY

File Reference:	CM.TE. 04.2019, WM.SP.2
Reporting Officer:	Executive Manager Development Services
Responsible Officer:	Chief Executive Officer
Date of Report:	6 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To update Council on previous resolutions related to the Shires waste services.

BACKGROUND

At the February 2019 OCM Council made the following resolutions regarding the Shires waste services:

COUNCIL RESOLUTION ITEM 12.2.1

Res No: 11-0219

That Council authorise:

- 1. The advertising of the Kerbside Waste tender; and***
- 2. The Regional Price Preference Policy is not applied to the Kerbside Collection tender.***

and

COUNCIL RESOLUTION ITEM 12.2.3

Res No: 13-0219

That Council authorise:

- 1. The signing of the confidentiality agreement with Curtin University, Fuels and Energy Technology Institute and Renergi; and***
- 2. The Officer provides regular updates to Council on the outcomes of the discussion and negotiations with Curtin University, Fuels and Energy Technology Institute and Renergi.***

The two resolutions provided Shire staff with the opportunity to investigate the cost of providing a co-mingled kerbside recycling service and further explore opportunities with the technology being developed by Curtin University and Renergi.

COMMENT

Kerbside Waste Collection Tender

A Request for Tender for the provision of Waste Collection and Associated Services was advertised on 9 August 2019 and closed 17 September 2019 with one submission received.

Staff evaluated the submission and its accompanying costs.

While the contractor was well qualified to undertake the contract, the costs associated with providing the service was shown to be well outside of Councils budget. The cost barriers to providing a recycling service were the combination of collection, freight and processing charges with no cost recovery on the value of the recyclable product.

Council officers are recommending Council continue with its current in-house provision of kerbside waste collection services and explore other options for providing recycling services.

Curtin University and Renergi Waste Technology

Further investigations were carried out to understand the suitability of the proposed technology to be used a disposal option for the waste stream generated by the Exmouth community.

Investigation revealed the technology was better suited to organic waste streams of a minimum 5,000 tonnes/year.

Discussion with Renergi provided adequate information without either party pursuing the need to sign a confidentiality agreement.

CONSULTATION

RFT 04-2019 was publicly advertised on 9/08/2019.

A Waste Services Update was presented to the Council Strategic Briefing 7 November 2019.

Discussions were held with Renergi pertaining to their waste technology.

STATUTORY ENVIRONMENT

Section 3.57 of the *Local Government Act 1995 and the Local Government Regulation 1996 (Function and General) Part 4, Division 2 section 11 (2) (b)*.

POLICY IMPLICATIONS

2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Declining the RFT 04-2019 submission from Cleanaway will have no financial impact on the allocated 2019/20 expenditure for waste collection services as the funds are already budgeted for the service to provide in house.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Economic: Diversify and grow our economy in a manner that provides year-round employment opportunities

1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities

1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.

Environment: To protect and value our unique natural and built environment as we grow our economy.

- 2.1 A strong focus on environmental conservation and sustainable management of our natural environment
- 2.2 Strive to achieve a balance between the preservation of our unique environment and the delivery of sustainable economic growth.
- 2.3 Advocate and promote opportunities for the development of environmentally sustainable essential infrastructure and services

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.

- 4.1 To provide proactive, collaborative and transparent leadership
- 4.2 A local government that is respected and accountable.
- 4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.2.2

That Council:

1. Decline, in accordance with Regulation 18(5) of the *Local Government (Functions and General) Regulations 1996*, the tender submission received in response to RFT 04-2019 Waste Collection and Associated Services on the basis that the tendered cost is substantially greater than the Budget allocation;
2. Note that kerbside waste collection services will continue to be provided as a Shire in-house service; and
3. Request the Chief Executive Officer to provide a future report on options for providing residential and commercial recycling services.

And note:

The Shire will not be progressing with the signing of the confidentiality agreement with Curtin University, Fuels and Energy Technology Institute and Renergi.

COUNCIL RESOLUTION

ITEM 12.2.2

Res No: 09-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council:

- 1. Decline, in accordance with Regulation 18(5) of the *Local Government (Functions and General) Regulations 1996*, the tender submission received in response to RFT 04-2019 Waste Collection and Associated Services on the basis that the tendered cost is substantially greater than the Budget allocation;**
- 2. Note that kerbside waste collection services will continue to be provided as a Shire in-house service; and**
- 3. Request the Chief Executive Officer to provide a future report on options for providing residential and commercial recycling services.**

And note:

The Shire will not be progressing with the signing of the confidentiality agreement with Curtin University, Fuels and Energy Technology Institute and Renergi.

CARRIED 6/0

12.2.3 BUSH FIRE BRIGADES LOCAL LAW

File Reference:	LE.LO.10
Reporting Officer:	Coordinator Compliance and Emergency Services
Responsible Officer:	Executive Manager Development Services
Date of Report:	7 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Proposed Bush Fire Brigade Local Law 2020 2. Public Notice Advertisement 3. Response from Minister for Emergency Services 4. Response from Department of Local Government

PURPOSE

The purpose of this report is for Council to consider the responses to the State-wide public notification associated with the proposed repeal of the Exmouth Bushfire Brigade Local Law 2018.

BACKGROUND

During 2017 the Shire of Exmouth and the Department of Fire and Emergency Services engaged in a Memorandum of Understanding to give operational control of any Bushfire Brigade established within the Shire of Exmouth to the Department of Fire and Emergency Services.

As a result of this Memorandum of Understanding a new Local Law relating to Bush Fire Brigades needed to be adopted to accurately reflect this relationship.

In 2018 the Department of Fire and Emergency Services supplied a Local Law to fulfil this role that was adopted 22 November 2018 **Res No: 07-1118** and gazetted 14 January 2019.

In March 2019 the Shire President received notification from the Parliament of Western Australia Joint Standing Committee on Delegated Legislation requesting confidential amendments to the Local Law 2018 be undertaken that would cause the local law to be repealed.

Once these undertakings were complete the Local Law was again presented to council OCM 22 August 2019 and advertised for statewide public submissions:

Res No: 05-0819

That Council:

- 1. Adopt the proposed Shire of Exmouth Bushfire Brigade Local Law 2020 for advertising;**
- 2. Give Statewide public notice stating that:**
 - i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice;**

- ii) ***a copy of the proposed local law may be inspected or obtained from the Shire of Exmouth offices; and***
- iii) ***submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.***

3. ***A final report is presented to Council for consideration of any submissions received.***

CARRIED 5/0

COMMENT

Local Governments are responsible for Bush Fire Brigades and have adopted Local Laws to manage them through the *Bush Fires Act 1954*. As part of the Memorandum of Understanding with the Department of Fire and Emergency Services, the Department has supplied the Shire of Exmouth with the proposed Bush Fire Brigades Local Law to assist in the adoption of Local Laws supplementary to the *Bush Fires Act 1954* and accurately capturing the Departments greater responsibility to the operation of Bush Fire Brigades within the district. This Local Law has been referred to the relevant ministers and the State Parliament for comment and is now ready for adoption by the Shire of Exmouth.

CONSULTATION

Section 3.12(3) of the *Local Government Act 1995* requires Local Government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarised in the notice and made available for public submissions for a minimum period of 6 weeks. After the Public Notice has been published Section 3.12(3)(b) requires the Local Government to send a copy of the proposed Local Law to the Minister for Local Government and any other relevant Minister which in this case is the Minister for Emergency Services.

The proposed local law was forwarded to both ministers on October 10 along with a copy of the advertisement notice. The responses received are found in (Attachments 3 and 4).

The advertisement (Attachment 2) was displayed in the following newspapers circulated within the district:

- The West Australian newspaper 2 October 2019
- The Pilbara News classifieds 2 October 2019.

The attached advertisement was also displayed locally:

- On the Exmouth public Library noticeboard for 8 weeks beginning October 1.
- On the public noticeboard in the Ross Street Mall for 8 weeks beginning October 1.
- On the Shire of Exmouth Website beginning October 1.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect are included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed Local Law. Subsequently, the purpose and effect of the proposed Local Law are as follows:

- Purpose
The purpose of the Shire of Exmouth Bush Fire Brigades Local Law 2020 is to provide for the regulation, control and management of bush fire brigades within the district.
- Effect
The effect of the Shire of Exmouth Bushfire Brigades Local Law is to ensure safe, fair and equitable control of bushfire brigades jointly managed by the Department of Fire and Emergency Services and the Shire of Exmouth.

Section 3.12 of the *Local Government Act 1995* sets out the Statutory Procedures to make a Local Law as below:

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another

Minister administers the Act under which the local law is proposed to be made, to that other Minister.

- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) *stating the title of the local law; and*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

- Economic: Diversify and grow our economy in a manner that provides year round employment opportunities
 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.
- Environment: To protect and value our unique natural and built environment as we grow our economy.
 2.1 A strong focus on environmental conservation and sustainable management of our natural environment
 2.3 Advocate and promote opportunities for the development of environmentally sustainable essential infrastructure and services
- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
 3.2 Promote facilities/services that enhance public health and safety.

VOTING REQUIREMENTS

Absolute Majority

That Council:

1. Consider the responses to the State-wide public notification associated Council Resolution 22 August 2019 (Attachments 3 and 4);
2. Authorise the Minor edits as suggested by the Department of Local Government, Sport and Cultural Industries (Attachment 4);
3. Authorise to repeal the Exmouth Bushfire Brigade Local Law 2018 as gazetted 14 Jan 2019 and adopt the newly amended Exmouth Bushfire Brigade Local Law 2020;
4. Publish the repealed Local Law in the Government Gazette, then send a signed and sealed copy to the Minister for Local Government and the Minister for Emergency Services;
5. Give local public notice of gazettal published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every public library in the district stating the title, purpose and effect, day on which the local law comes into operation and advising where a copy can be inspected or obtained; and
6. Within 10 working days of the Gazettal date: supply copies of the Exmouth Bushfire Brigade Local Law 2020, Explanatory Memorandum, Statutory Procedures Checklist and other supporting documentation in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation.

COUNCIL RESOLUTION

ITEM 12.2.3

Res No: 10-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council:

- 1. Consider the responses to the State-wide public notification associated Council Resolution 22 August 2019 (Attachments 3 and 4);**
- 2. Authorise the Minor edits as suggested by the Department of Local Government, Sport and Cultural Industries (Attachment 4);**
- 3. Authorise to repeal the Exmouth Bushfire Brigade Local Law 2018 as gazetted 14 Jan 2019 and adopt the newly amended Exmouth Bushfire Brigade Local Law 2020;**
- 4. Publish the repealed Local Law in the Government Gazette, then send a signed and sealed copy to the Minister for Local Government and the Minister for Emergency Services;**

- 5. Give local public notice of gazettal published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every public library in the district stating the title, purpose and effect, day on which the local law comes into operation and advising where a copy can be inspected or obtained; and**

- 6. Within 10 working days of the Gazettal date: supply copies of the Exmouth Bushfire Brigade Local Law 2020, Explanatory Memorandum, Statutory Procedures Checklist and other supporting documentation in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation.**

CARRIED 6/0

12.2.5 APPOINTMENT OF EXECUTIVE MANAGER DEVELOPMENT SERVICES AS AUTHORISED PERSON

File Reference:	GV.AU.2
Responsible Officer:	Chief Executive Officer
Date of Report:	12 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

This report recommends that the Council of the Shire of Exmouth appoint Council's Executive Manager Development Services, Mike Richardson as an authorised person pursuant to the Caravan Parks and Camping Grounds Act 1995 s17 (the Act).

BACKGROUND

Mr Richardson commenced with the Shire of Exmouth as the Executive Manager Development Services on 1 October 2019.

Formal authorisation is required to carry out the functions of the Act and Caravan Park and Camping Grounds Regulations 1997.

COMMENT

The specific appointment as authorised person sought by this report is as follows:

- Caravan Parks and Camping Grounds Act 1995 s17, appointment of authorised person.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.
 - 4.3 To be a champion for our community

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.2.5

That Council AUTHORISE Shire of Exmouth Executive Manager Development Services as an authorised person pursuant to the *Caravan Parks and Camping Grounds Act 1995* (s.17)

COUNCIL RESOLUTION

ITEM 12.2.5

Res No: 11-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council AUTHORISE Shire of Exmouth Executive Manager Development Services as an authorised person pursuant to the *Caravan Parks and Camping Grounds Act 1995* (s.17).

CARRIED 6/0

DEVELOPMENT SERVICES

12.2.1 WALGA PREFERRED SUPPLIER – RFT 07-2019 SUPPLY OF ONE ONLY 4 X 2 SIDE LOAD RUBBISH TRUCK & TRADE OF 2010 IVECO ACCO SIDE LOAD RUBBISH TRUCK

File Reference:	PL.TE.0
Reporting Officer:	Executive Manager Development Services
Responsible Officer:	As above
Date of Report:	10 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL Tender Submission 07/2019 – Tender 07/2019 - Supply of one only 4 x 2 Side Load Rubbish Truck and the trade of 2010 Iveco Acco Side Load Rubbish Truck Evaluation Report

PURPOSE

That Council authorise the Chief Executive Officer to purchase a 4 x 2 side load rubbish truck through the WALGA Preferred Supplier Program in accordance with the 2019/2020 Council Budget.

BACKGROUND

Managing the mechanical plant and vehicle fleet requires accurate, reliable, timely, relevant and quantifiable information. The decision of when to replace the vehicles should be based on optimum replacement timing. The optimum replacement timing (point) for a vehicle is calculated to best estimate the optimum timing, in kilometres and time, to achieve the lowest average annual cost during the life of the vehicle. The first significant drop in vehicle value is post-purchase. The second drop is prior to a major component overhaul. Identifying the average cost, the depreciation curve and the maintenance downtime cost reduces the whole of life cost associated with the vehicle.

The purchase and trade of plant and equipment is identified through the Shire's 10 Year Plant Replacement Program. This program provides a systematic analysis of plant purchase and the changeover dates provides Council with an overview of lifecycles, benchmark analysis and project costs. The trade cycles are based on the Institute of Public Works Engineering (IPWEA) benchmark utilisation hours where applicable. Utilisation is as critical in optimum replacement as time. Council understands the importance of replacing plant before resale values fall dramatically and repairs & maintenance costs increase. Adopting optimum replacement reduces annual plant replacement costs in the long term, reduce maintenance costs and most importantly reduce downtime in the outside operations.

Councils current vehicle is a 2010 Iveco Acco with in excess of 270,000 kms and 14,000 hours on the metre. The vehicle is used 312 days of the year barring any natural emergency events. Trade cycle for this type and use of vehicle is 8 years. The replacement program was put on hold until a

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full review of waste services was undertaken. With the current vehicle now past its use by date the cost of maintenance will be substantial as major failings have been identified within the running gear.

The preferred supplier meets all criteria to be most advantageous to Council. Purcher International Geraldton has delivered to Council exceptional customer service in regards to the current fleet and is regionally based in Geraldton so there is ease of returning plant and machinery if required. Parts are readily available and can be delivered by local transport companies. The delivery date of the new machine will depend on availability at time of accepting the tender offer.

COMMENT

WALGA preferred Supplier Program

- The WALGA preferred Supplier Program complies with the *Local Government Regulation 1996 (Function and General)*.
- Purchasing through WALGA means that you do not have to tender. WALGA tenders on behalf of Local Government. A tender exemption applies to all WALGA Preferred Supplier Contracts. This saves on time, money and risks associated with tendering.
- All of our contracts (WALGA) are established by procurement specialists using a rigorous public and compliant market process. WALGA preferred suppliers are pre-qualified to provide Members with the safeguard of a quality-assured process, legal compliance, probity, risk mitigation and security of supply.

CONSULTATION

WALGA

STATUTORY ENVIRONMENT

Section 3.57 of the *Local Government Act 1995 and the Local Government Regulation 1996 (Function and General) Part 4, Division 2 section 11 (2) (b)*.

The tenders were not publicly advertised but managed through the *WALGA Preferred Supply Program* as referenced in the *Local Government Regulation 1996 (Function and General) Part 4, Division 2 section 11 (2) (b)* negating the requirements of *Local Government Regulation 1996 Part 4, Division 2 section 14*.

POLICY IMPLICATIONS

2.7 – Purchasing Policy

2.14 – Asset Management Policy

FINANCIAL IMPLICATIONS

The acquisitions tabled in this report have been accounted for in the 2019/20 Shire Budget.

Table 1 - Project Budget

Shire Budget 2019/2020	Group/Type	Budget	Disposal
A123200	Rubbish Truck	\$410,000.00	\$10,000.00

Table 2 - Summary of tendered Rates

ACQUISITION DETAILS - ALL PRICES EXCLUDING GST					
VENDOR	VEHICLE MAKE	VEHICLE MODEL	PRICE	TRADE TOTAL	CHANGE OVER
VENDOR 1	IVECO	ACCO 4 X 2	\$362,000.00	\$15,000.00	\$347,000.00
VENDOR 2	MERCEDES BENZ	ECONIC	\$394,500.00	\$15,000.00	\$379,500.00
VENDOR 3	ISUZU	FVD 165-300	\$347,610.77	\$40,909.09	\$306,701.68
VENDOR 4	HINO	GH1828 MEDIUM	\$347,800.00	\$18,000.00	\$329,800.00

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022:

Economic: Diversify and grow our economy in a manner that provides year-round employment opportunities
 1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities
 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
 4.1 To provide proactive, collaborative and transparent leadership
 4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION **ITEM 12.2.1**

That Council APPROVE to award Tender 07/2019 - Supply of one only 4 x 2 Side Load Rubbish Truck and the trade of 2010 Iveco Acco Side Load Rubbish Truck as per the recommendation in the Confidential Evaluation Report (refer Attachment 1).

COUNCIL RESOLUTION **ITEM 12.2.1**

Res No: 12-1219
MOVED: Cr Mounsey
SECONDED: Cr Lake

That Council APPROVE to award Tender 07/2019 - Supply of one only 4 x 2 Side Load Rubbish Truck and the trade of 2010 Iveco Acco Side Load Rubbish Truck as per the recommendation in the Confidential Evaluation Report (refer Attachment 1) to Purcher International.

CARRIED 6/0

12.2.4 REVIEW OF CARAVAN AND CAMPING GROUND LICENCE RAC EXMOUTH CAPE HOLIDAY PARK

File Reference:	LE.RE.5
Responsible Officer:	Executive Manager Development Services
Date of Report:	11 December 2019
Applicant/Proponent:	RAC Tourism Assets Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. CONFIDENTIAL – Caravan Parks and Camping Grounds Regulations 1997 Licence 2. CONFIDENTIAL – Preliminary Site Map

PURPOSE

This report recommends that Council approve the reviewed Caravan Parks and Camping Grounds Licence for RAC Exmouth Cape Holiday Park.

BACKGROUND

RAC Tourism Assets Pty Ltd have been the licence holders for Exmouth Cape Holiday Park since 2015. The licence has been renewed annually since this time, with the latest licence issued on the 5 November 2019.

Under the *Caravan Parks and Camping Grounds Regulations 1997* (Regs), a licence holder is to ensure more sites are not allocated or used at the facility than the maximum number of sites endorsed on the licence. Therefore prior to the construction of the sites approval of the proposed changes will need to be obtained from Council.

COMMENT

On the 10 December 2019 an application to review the current licence was submitted. The proposed changes are as follows:

- Increase of short stay sites to 289
- Decrease of camping sites to 12
- Removal of overflow sites
- Removal of lodging house accommodation units 240 to 244 (building to be relocated offsite)
- Installation of 2 amenities blocks
- Installation of camp kitchen

At the time of the report a Development Application hadn't been received. The next Council meeting after December isn't scheduled until February leaving a too smaller timeframe for construction to be completed before the next tourist season.

Taking the shortened timeframe available the application has been accepted and presented to Council, with the condition of no development is to be commenced until Development Approval is received.

An assessment of the application identified the following items to be addressed:

- A car park area with a minimum of 16 bays is to be provided. This can be located in several locations and under the Regs can be a grassed area.
- Ablutions – requires 1 unisex wheelchair accessible baby bath.
- Fire Safety – Fire hose reels are to be installed in accordance with the Regulations.
- Caravan park is to be adequately lit in accordance with the Regulations.
- Facility entrance way to be installed as per Development approval with a distance of at least 6m wide.
- An as constructed site map delineating all sullage locations, water access points, fire hose reel locations and site types be submitted 30 days after works are completed.
- Any greywater reuse will need to be approved by the Department of Health.

These items are placed as a condition of the licence. No building applications have been submitted to date.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

Economic: Diversify and grow our economy in a manner that provides year round employment opportunities

1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities

1.2 Facilitate the strengthening and growth of our visitor experience.

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.

4.1 To provide proactive, collaborative and transparent leadership

4.2 A local government that is respected and accountable.

4.3 To be a champion for our community

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.2.4

That Council APPROVE the issuing of the Caravan Parks and Camping Grounds Licence for RAC Exmouth Cape Holiday Park valid until the 30 September 2020 as presented in CONFIDENTIAL Attachment 1, for signing and issuing by the Chief Executive Officer once development approval has been received.

COUNCIL RESOLUTION

ITEM 12.2.4

Res No: 13-1219

MOVED: Cr Dixon

SECONDED: Cr Lucas

That Council APPROVE the issuing of the Caravan Parks and Camping Grounds Licence for RAC Exmouth Cape Holiday Park valid until the 30 September 2020 as presented in CONFIDENTIAL Attachment 1, for signing and issuing by the Chief Executive Officer once development approval has been received.

CARRIED 6/0

COMMERCIAL AND COMMUNITY

Councillor Mounsey declared a financial interest in the following report and left the Chambers at 4.27pm.

12.3.1 REQUEST FOR TENDER – 08-2019 LEARMONTH AIRPORT RPT SHUTTLE BUS SERVICE

File Reference:	CM. TE.8.2019
Reporting Officer:	Executive Manager Commercial and Community
Responsible Officer:	As above
Date of Report:	9 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL Evaluation Report – RFT 08/2019

PURPOSE

That Council consider the outcome of the Airport Shuttle Bus Service Tender (RFT 08/2019).

BACKGROUND

The Shire of Exmouth operates the civil airport located within the RAAF Learmonth base. The Learmonth Airport is situated on Commonwealth land and owned by the RAAF under the Department of Defence. The Shire leases the Learmonth Airport from the Department of Defence under a Deed of Operation.

Learmonth Airport is situated approximately 36km south of Exmouth and 120km north of Coral Bay and services Qantas passenger aircraft as well as helicopter operators supporting off-shore oil and gas operations.

In November 2019 the Shire of Exmouth advertised via a Request for Tender (RFT) process inviting ground transport operators to provide a shuttle bus service for regular public transport (RPT) passengers using the Learmonth Airport to and from Shire of Exmouth locations for a period of 3 years with a 3 year extension.

The RFT invitation was advertised in the Pilbara News and The West Australian newspapers, local noticeboards and via the Shire website (copies of adverts included in report attachments).

The RFT selection criteria included a compliance criteria and a qualitative criteria. The compliance criteria were assessed on a Yes/No basis as to whether the criterion was satisfactorily met. The qualitative criteria were used by the evaluation panel to score each tender and determine the most advantageous submission.

The RFT qualitative criteria weightings were as follows:

Criteria	Weighting
Shuttle Bus Service; including number and type of vehicle(s) to be used; age and carrying capacity of fleet; skills and experience of operator.	40%
Viability of Service; including prediction of passenger utilisation and how will be increased; service viability; contribution to community; any additional benefits.	25%
Demonstrated commitment to Exmouth; including historical, current and future sponsorship of local activities, participation in local community and business groups; how the business will add value to the destination and community.	25%
Customer Service; including tools to measure customer satisfaction, improvements, and ongoing surveys.	10%

Tenderers were also asked to provide a schedule of passenger fare rates for proposed routes and for various fare classes. This schedule of proposed fares will be incorporated into any contractual agreement in order to monitor the level of fares being charged.

COMMENT

A key required outcome of the RFT process is that an Airport Bus Shuttle service meets every scheduled RPT flight to Learmonth Airport and that services locations within the Shire of Exmouth. This is currently not guaranteed by any of the ground based operators.

The most recent RPT air schedule includes 12 return flights per week (2 flights per day Monday to Friday and 1 each on Saturday and Sunday). The early morning weekday flight arrives to Learmonth Airport at 0720am and turnaround at just over 4 hours with a departure time of 1130am. This extended time on the apron between the aircraft arriving and departing is not typical for regional airports and is a result of the required passenger transfers via the heliport service for resource company clients.

An unintended consequence of this extended layover by the aircraft has increased operational costs to local airport service providers (bus shuttle, taxi, hire car operators) requiring multiple trips between town and the airport and increased staffing hours. These increased costs combined with the 36km one-way travel distance has resulted in an unsustainable ground shuttle service.

As per the RFT the minimum requirement is that the successful operator must provide an Airport Bus Shuttle Service to meet every scheduled arriving Regular Public Transport (RPT) flight to Learmonth Airport and that services locations within the Shire of Exmouth.

In recognition of meeting the minimum required level of service the Shire may award an exclusive right to the successful Tenderer for all walk up and non-pre-booked shuttle service demand by RPT scheduled flight passenger arrivals for transport to locations within the Shire of Exmouth for the period of the agreement.

Five separate enquiries were registered as part of the RFT process and two compliant submissions and one alternate tender were received by the closing date 15 November 2019. The RFT also made provision for the tenderer to detail a monthly fee to be paid by the Shire if required by the tenderer. Both tenderers required a monthly fee subsidy.

The two tenders were assessed by a Shire of Exmouth evaluation panel comprising the Executive Manager Commercial and Community and the Aviation Manager.

The Regional Price Preference Policy was included as part of this tender. 1 tender and the alternate tender were eligible for the application of the Policy and this was considered in the evaluation.

CONSULTATION

The RFT was publicly advertised via Pilbara News and the West Australian newspapers as per local government regulations.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.57

Local Government (Functions & General) Regulations 1996 Part 4 Division 2

Local Government Act 1995 s5.23 subsection 2

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

Policy 2.12 – Regional Price Preference Policy

FINANCIAL IMPLICATIONS

The preferred tenderer will require an annual operational subsidy paid by the Shire. This will require budgeting for on an annual basis.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Economic: Diversify and grow our economy in a manner that provides year-round employment opportunities

1.2 Facilitate the strengthening and growth of our visitor experience.

1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.

Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage

3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.

3.2 Promote facilities/services that enhance public health and safety.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.3.1

That Council APPROVE the award of contract for Tender 08/2019 – Airport Shuttle Bus Service as per the recommendation in the Confidential Evaluation Report – RFT 08/2019 (refer Attachment 1).

COUNCIL RESOLUTION

ITEM 12.3.1

Res No: 14-1219

MOVED: Cr Lake

SECONDED: Cr Lucas

That Council APPROVE the award of contract for Tender 08/2019 – Airport Shuttle Bus Service as per the recommendation in the Confidential Evaluation Report – RFT 08/2019 (refer Attachment 1) to Exmouth Bus Charters.

CARRIED 5/0

Councillor Mounsey returned to the Chambers at 4.31pm and the Shire President read out the Council resolution.

12.3.2 PURCHASE OF TOWABLE BELT LOADER FOR LEARMONTH AIRPORT

File Reference:	TT.SP.0.2010
Responsible Officer:	Executive Manager Commercial and Community
Date of Report:	29 October 2019
Applicant/Proponent:	Aviation Manager
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL Supplier Quotations

PURPOSE

That Council approves to purchase a towable diesel-powered belt loader to service Qantas A320 and B737 aircraft set to be deployed to Learmonth during the 2nd quarter of 2020.

BACKGROUND

The Shire of Exmouth operates two aerodromes within its locality, Learmonth Airport and Exmouth Light Aircraft Strip. Learmonth Airport leases the passenger terminal area from within the Department of Defence RAAF air base for the purpose of handling the aviation Regular Passenger Transport (RPT) services to Exmouth and larger scale general aviation.

In the 2018/19 year the Learmonth operations processed some 85,922 passengers and some 16,495 passengers through the shire operated heliport.

Qantas have previously signalled that they would consider deploying larger narrow body aircraft (A320 and B737) with seating capacity around 180 as soon as demand proved viable. Flight load factors were particularly strong during the 2019 visitor season due in part to promotional weekend fares supported by Qantas and Tourism WA.

It was reported in the tourism media that some 2,300 travellers took advantage of special weekend fares to Exmouth in the 2019 June to September period with over 90% of the discounted fares booked. These discounted fares will again be offered in 2020. Most recent notification from Qantas is that the use of larger aircraft (A320 180 seats) could commence from April 2020 to support the discounted fare program.

In early 2018 and in response to earlier indications that larger aircraft may be used on the Exmouth air route the Shire purchased second hand self-powered belt loaders from Broome airport and refurbished the best of these machines. A recent serviceability report undertaken by a local independent contractor has identified a number of mechanical issues with the current unit. The contractor recommendation is to replace the current unit rather than repair.

COMMENT

The holiday and leisure demand for air travel to Exmouth has improved significantly over the 2018-2019 period. This increase has been triggered by a greater visitor awareness for the Ningaloo destination and the instigation of discounted promotional weekend airfares.

As operator of the Learmonth RPT terminal the Shire has been advocating for greater air seat capacity and additional air route connections. As part of this approach the Shire has worked to remove any potential obstacles for utilisation of larger aircraft.

The recommended purchase of a belt loader will ensure that the airport has the appropriate infrastructure to ground handle the A320 and B737 type of aircraft.

Due to the specialised nature of the equipment the only suitable manufacturers of towable belt loaders within a reasonable price range were located in New Zealand, Gold Coast and the United Kingdom. The units are built to fit inside a 20' transportable container.

The preferred supplier and belt load type is included in Attachment 1.

CONSULTATION

Qantas Airways
Belt loader suppliers

STATUTORY ENVIRONMENT

Section 3.57 of the *Local Government Act 1995 and the Local Government Regulation 1996*

POLICY IMPLICATIONS

2.7 – Purchasing Policy
2.14 – Asset Management Policy

FINANCIAL IMPLICATIONS

The purchase of the belt loader was not considered and included in the 2019/20 Annual Budget adopted at the July OCM. This report is seeking Council approval to allocate the required funds to purchase from the recommended supplier as per Attachment 1. If approved monies to be transferred from the aviation reserve to nominated Learmonth aerodrome account.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

- Economic: Diversify and grow our economy in a manner that provides year round employment opportunities
1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities
1.2 Facilitate the strengthening and growth of our visitor experience.
1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.
- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
3.2 Promote facilities/services that enhance public health and safety.
- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
4.1 To provide proactive, collaborative and transparent leadership

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.3.2

That Council APPROVE:

1. The purchase of the belt loader from recommended supplier as detailed in Attachment 1, and
2. Allocate the required funds from the aviation reserve for this purchase.

COUNCIL RESOLUTION

ITEM 12.3.2

Res No: 15-1219

MOVED: Cr Mounsey

SECONDED: Cr Lake

That Council APPROVE:

1. **The purchase of the belt loader from Flight GSE Ltd; the recommended supplier as detailed in Attachment 1, and**
2. **Allocate the required funds from the aviation reserve for this purchase.**

CARRIED 6/0

CORPORATE SERVICES

The following reports were recommended enbloc 12.4.1, 12.4.2 and 12.5.1.

12.4.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 NOVEMBER 2019

File Reference:	FM.FL.0
Reporting Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	10 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Monthly Financial Report as at 30 November 2019

PURPOSE

That Council accepts the financial reports for the financial period ending 30 November 2019.

BACKGROUND

The provisions of the *Local Government Act 1995* and associated Regulations require a monthly financial report is presented at an ordinary meeting within 2 months of the period end date.

COMMENT

As at 30 November, operating revenue is exceeding target by \$84,500 (1%) decreasing from last month's report due to the November's aviation revenue not being available at time of reporting.

Operating expenditure is under budget by \$713,307 (11%) due to timing of maintenance programmes, loss on sale of asset, timing of Visitor Centre acquisition mainly related to employee costs and materials and contracts.

The capital program is currently under budget \$428,729 due to timing of projects. Major road works are scheduled for Jan-June period. Upgrades to the shire hall have been completed. Town beach gazebo lighting has commenced. The air conditioning at the Lefroy units have been completed. Work has commenced to fix the retaining wall at 12 Fletcher Street. The upgrade at the irrigation sewerage ponds have been completed. 19/20 vehicle replacement is complete with the rubbish truck tender currently being assessed and the remaining plant replacement program to be completed by March 2020.

Outstanding Rates is \$1,199,762 with 469 properties on instalments totalling \$942,228. Rate notices were issued on 30 July 2019, and the second instalment was due on 15 November 2019. The Shire has collected 76% of total rates outstanding, which is up from the 75% collected the same time last year. Third instalment is due on 21 January 2020.

General Debtors is \$736,802.67 with \$518,807 being for airport operations.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Sections 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34 (5), a report must be compiled on variances greater than the materiality threshold adopted by Council of \$10,000 or 10% whichever is greater. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION **ITEM 12.4.1**

That Council RECEIVES the Financial Report for the financial period ending 30 November 2019.

COUNCIL RESOLUTION **ITEM 12.4.1**

Res No: 16 -1219

MOVED: Cr Niikkula
SECONDED: Cr Mounsey

That Council RECEIVES the Financial Report for the financial period ending 30 November 2019.

CARRIED 6/0

12.4.2 LIST OF ACCOUNTS FOR PERIOD ENDING 30 NOVEMBER 2019

File Reference:	FM.FI.0
Responsible Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	10 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Accounts for period ending 30 November 2019

PURPOSE

That Council receives payments made since the previous Ordinary Council Meeting.

BACKGROUND

It has been customary practice that whilst being a leader in the community, we meet our terms of credit as established between suppliers and aspire to obtain discounts where practicable. Payments have been approved by authorised officers in accordance with agreed delegations and policy frameworks.

COMMENT

Council has given delegated authority that allows the Chief Executive Officer to approve payments from Council's bank accounts either via cheque or through electronic lodgement.

November Payments

Municipal Fund	totalling \$2,443,411.09 Incorporating cheques, direct debits, electronic payments and credit cards.
Trust Fund	totalling \$3,587.55 Incorporating electronic payments.
Total Payments:	\$2,446,998.64

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the Chief Executive Officer.

POLICY IMPLICATIONS

Staff are required to ensure that they comply under Council Policy 2.7 – Purchasing Policy and 2.12 – Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

FINANCIAL IMPLICATIONS

Payments are made under delegated authority and are within defined and approved budgets. Payment is made within agreed trade terms and in a timely manner.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION **ITEM 12.4.2**

That Council pursuant to Sections 6.7 and 6.9 of the *Local Government Act 1995* RECEIVES the report of payments made from the Municipal and Trust bank accounts during the month of November 2019 (*totalling \$2,446,998.64*).

COUNCIL RESOLUTION **ITEM 12.4.2**

Res No: 17-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council pursuant to Sections 6.7 and 6.9 of the *Local Government Act 1995* RECEIVES the report of payments made from the Municipal and Trust bank accounts during the month of November 2019 (*totalling \$2,446,998.64*).

CARRIED 6/0

ITEMS FOR INFORMATION ONLY

12.5.1 ITEMS FOR INFORMATION ONLY

PURPOSE

To advise Council of the information items listed below.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.5.1

That Council note the following information items:

Register of Documents Stamped with the Shire of Exmouth Common Seal

The documents, as listed below, that have been stamped with the Common Seal of the Shire of Exmouth since the last meeting.

DATE	DOCUMENT
22/11/19	Deed of Lease – Reserve 32867/Lot 73 Minilya Exmouth Road (Council Decision 07-0819)
05/12/19	Lease Portion of Ningaloo Centre for Central Regional TAFE (Council Decision 07-1017)

Building Decisions Issued

A summary of the building licence and building certificate applications and approvals made under Delegation pursuant to the *Building Act 2011* up to 30 November 2019.

App #	Date Received	Lot	Property Address	Description	Decision	Decision Date
19/86	23/08/19	43	11 Searaven Crescent	New dwelling and attached garage	On hold (stopped by applicant)	
19/122	30/10/19	366	4 Corella Court	BBQ shelter	Approved	25/11/19
19/124	07/11/19	64	28 Searaven Crescent	Two storey residence	Approved	03/12/19
19/125	15/11/19	79	1 Grey Street	Addition shed extension	Approved	26/11/19
19/126	20/11/19	986	9 Walters Way	Boundary fence	Approved	28/11/19
19/127	20/11/19	1077	11 Cameron Street	Fence	Approved	29/11/19
19/128	20/11/19	997	3 Schmidt Way	Fence	Approved	28/11/19
19/129	20/11/19	1091	4 Campbell Way	Fence	Approved	28/11/19
19/130	20/11/19	979	6 Schmidt Way	Fence	Approved	28/11/19
19/131	27/11/19	176	3 Fyfe Street	House extension	Approved	06/12/19
19/132	27/11/19	442	32 Stokes-Hughes Street	Deck and verandah extension	Pending	
19/133	28/11/19		2 Truscott Crescent	Accessibility ramp	Approved	05/12/19
19/134	28/11/19	1303	8 Tambor Drive	Replacement of rear fence	Approved	05/12/19

Planning Decisions Issued

A summary of the planning decisions issued under delegation or outstanding up to 30 November 2019.

App #	Date Received	Lot	Property Address	Description.	Decision	Decision Date
PA112/16	25/08/16	1586 and 1587	164 Lyndon Location Exmouth Gulf Pastoral Station	Nature based camping	Deferred	13/11/19
PA32/19	13/03/19		Scheme Amendment 1 to LPS4		Processing	07/06/19
PA48/19	17/04/19	102	441 Murat Road	Carport	Deferred	14/11/19
PA58/19	17/05/19	166	Lyndon location	Nature based park - Bullara station stay	Deferred	17/05/19
PA87/19	09/08/19	447	41 Madaffari Drive	Swimming Pool	Deferred	18/11/19
PA88/19	09/08/19	1340	27 Salmon Loop	Roofed Structure	Deferred	09/08/19
PA102/19	28/08/19	1148	39 Welch Street	Retrospective Showroom and Sea Containers, Proposed Motor Vehicle Repair	Deferred	19/09/19
PA119/19	21/10/19	432	84 Madaffari Drive	Jetty	Deferred	25/11/19
PA121/19	25/10/19	9	108 Madaffari Drive	Written Planning Advice - Above Ground Pool/Spa	Issued	22/11/19
PA124/19	31/10/19	366	4 Corella Court	Holiday House	Processing	05/12/19
PA125/19	01/11/19		Reserve 37664	Flight Aviary	Processing	01/11/19
PA127/19	04/11/19	37	6 Pelias / Murat Road	Amendment to PA8/19 - crossover alteration only and amend condition 1	Approved	08/11/19
PA130/19	13/11/19	404	22 Madaffari Drive	Retaining Walls	Processing	13/11/19
PA131/19	14/11/19	379	30 Corella Court	Retaining Walls	Processing	03/12/19
PA133/19	21/11/19	462	16 Osprey Way	Proposed addition of bedroom 5 to existing single house	Approved	28/11/19
PA134/19	26/11/19	131	42 Young Street	Retrospective application: storage structure	Processing	26/11/19
PA135/19	29/11/19	102	16 Tautog Street	Holiday House	Deferred	06/12/19

Permits Issued Under the *Local Government Act 1995*, Local Government Property Local Law

App #	Date Received	Description.	Decision	Permit issued
PA126/19	04/11/19	Exmouth Lioness Club - Raffle ticket Sales –Ross Street Mall - November 2019	Issued	06/11/19
PA128/19	07/11/19	Lions Outback Vision van - ECAC carpark - 26-29/11/2019	Issued	11/11/19
PA129/19	12/11/19	Coffee Van at Exmouth Shire Hall for Gymnastics Regional Pilbara Championships – 16-17 November	Issued	12/11/19
PA132/19	20/11/19	Exmouth Lioness Group - Raffle Ticket Stall - December 2019	Issued	21/11/19

OFFICER'S RECOMMENDATION

ITEM 12.5.1

That Council NOTE the following information items:

- Register of Documents Stamped with the Shire of Exmouth Common Seal;
- Building Decisions Issued up to 30 November 2019; and
- Planning Decisions Issued up to 30 November 2019.

COUNCIL RESOLUTION

ITEM 12.5.1

Res No: 18-1219

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council NOTE the following information items:

- **Register of Documents Stamped with the Shire of Exmouth Common Seal;**
- **Building Decisions Issued up to 30 November 2019; and**
- **Planning Decisions Issued up to 30 November 2019.**

CARRIED 6/0

12.4.3 2018/19 ANNUAL REPORT AND ANNUAL ELECTORS MEETING DATE

File Reference:	FM.FI.0
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	As above
Date of Report:	9 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. 2018/19 Annual and Financial Report

PURPOSE

That Council consider accepting the Annual Report for the year ending 30 June 2019 and set a date for convening an Annual Electors Meeting.

BACKGROUND

Council are to prepare an Annual Report for each financial year and the Chief Executive Officer is to give local public notice of the availability of the Annual Report as soon as practicable after the report has been accepted by Council.

COMMENT

Council are to accept the annual report by 31 December after the financial year or if the Auditor's report is not available by this date, no later than 2 months after the Auditor's report becomes available. The Annual Financial Report and Audit Opinion Report were received on 20 November 2019.

Both reports were provided to the Audit Committee at their meeting held 28 November and the committee have reviewed the reports and have recommended them to Council.

It is required to then advertise that the Annual Report is available for the community to view for a period of 14 days, after which an Annual Electors Meeting can be held. However, this must be within 56 days of accepting the annual report, therefore the meeting cannot be held later than 13 February 2020.

It is recommended the Annual Electors Meeting be held on 11 February 2020 commencing at 6pm in the Mandu Mandu Function Centre at the Ningaloo Centre, Truscott Crescent Exmouth.

CONSULTATION

Local public notice of the availability of the Annual Report, the date set for the annual General Meeting of Electors will be provided in the Pilbara Newspaper, Shire and Library noticeboards.

STATUTORY ENVIRONMENT

Sections 5.26, 5.27, 5.53, 5.54 of the Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022.

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.4.3

That Council:

1. ACCEPT the Annual Report for the financial year ended 30 June 2019; and
2. AUTHORISE the Annual Electors Meeting scheduled to be held in the Mandu Mandu Function Centre at the Ningaloo Centre, Truscott Crescent Exmouth on 11 February 2020 commencing at 6pm.

COUNCIL RESOLUTION

ITEM 12.4.3

Res No: 19-1219

MOVED: Cr Mounsey

SECONDED: Cr Lucas

That Council:

1. **ACCEPT the Annual Report for the financial year ended 30 June 2019; and**
2. **AUTHORISE the Annual Electors Meeting scheduled to be held in the Mandu Mandu Function Centre at the Ningaloo Centre, Truscott Crescent Exmouth on 11 February 2020 commencing at 6pm.**

CARRIED 6/0

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14.1 REQUEST FOR QUOTATION 33-2019 – TANTABIDDI BOAT RAMP REDEVELOPMENT: ASSESSMENT OF ECONOMIC AND SOCIAL BENEFITS

File Reference:	TT.MA.BR
Reporting Officer:	Executive Manager Development Services
Responsible Officer:	Chief Executive Officer
Date of Report:	6 December 2019
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Confidential Evaluation Report

PURPOSE

That Council approves the engagement of a consultant to undertake the assessment of the economic and social benefits of a potential redevelopment of the Tantabiddi boat ramp and authorise the reallocation of funds to cover the budgeted shortfall.

BACKGROUND

Tantabiddi boat ramp is owned by the Shire of Exmouth and is one of the region's most important pieces of infrastructure for boat launching on the north west side of the cape. Recreational and commercial boat numbers using the facility have increased significantly in recent years with the trend expected to continue to rise into the future.

The facility has a high operational cost and the Shire has limited means to recover any of its financial outlay from commercial and recreational users.

Demand for the facility has now reached a juncture where a redevelopment of the site is a real consideration but the Shire would need to seek significant funding assistance to be able to finance a project of this size.

To assist in attracting State and Federal government funding, supporting studies need to be compiled to provide evidence of the merit of the funding submission. The Tantabiddi Boat Ramp Redevelopment: Assessment of Economic and Social Benefits is a consultancy review which will facilitate this process.

Operating expenditure of \$30,000 is allocated in the 2019/20 budget for this consultancy.

COMMENT

An RFQ with a detailed scope of works was prepared and respondents asked to provide the following outcomes:

1. An initial draft economic and social benefits assessment which presents the values and assumptions used to drive the modelling undertaken by the respondent including a draft output of the assessment.
2. A draft report comprising the economic and social benefits assessment plus any additional materials such as background on the situation, stakeholder feedback, quantification methodology, qualitative benefits not included in the economic and social benefits assessments and any conclusions or directions emerging from the work.
3. A draft report briefing, summarising the content included in the report which is to be delivered to the Tantabiddi Working Group.
4. A final report prepared following feedback from the principal.

Due to the specialist nature of the services required to undertake the assessment four consultants outside of the WALGA panel of suppliers were invited to present quotations with three submissions received.

The RFQ submissions were evaluated by the Chief Executive Officer and Executive Manager of Development Services

CONSULTATION

The Gascoyne Development Commission and Regional Development Australia provided comment on the RFQ scope of works.

STATUTORY ENVIRONMENT

Section 3.57 of the *Local Government Act 1995 and the Local Government Regulation 1996 (Function and General) Part 4, Division 2 section 11 (2) (b)*.

POLICY IMPLICATIONS

2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

While an allocation of \$30,000 for Foreshore, Beaches and Boat Ramp Consultants has been provided in the 2019/20 budget, all submissions have exceeded the budgeted figure. Staff are proposing unspent funds from account number E042560 – Other Governance Consultants be reallocated to cover the shortfall.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Economic: Diversify and grow our economy in a manner that provides year round employment opportunities

- 1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities.
- 1.2 Facilitate the strengthening and growth of our visitor experience.
- 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.

- Environment: To protect and value our unique natural and built environment as we grow our economy.
- 2.1 A strong focus on environmental conservation and sustainable management of our natural environment
 - 2.2 Strive to achieve a balance between the preservation of our unique environment and the delivery of sustainable economic growth.
 - 2.3 Advocate and promote opportunities for the development of environmentally sustainable essential infrastructure and services
- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.
 - 4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 14.1

That Council:

1. APPROVE the award of contract RFQ 33-2019 Tantabiddi Boat Ramp Redevelopment – Assessment of Economic and Social Benefits as per the Confidential Evaluation Report in Attachment 1; and
2. AUTHORISE the reallocation of \$15,000 from account number E042560 – Other Governance Consultants to account number E115560- Foreshore, Beaches and Boat Ramps Consultants to cover the shortfall in funds.

COUNCIL RESOLUTION

ITEM 14.1

Res No: 20-1219

MOVED: Cr Lake

SECONDED: Cr Mounsey

That Council:

1. **APPROVE the award of contract RFQ 33-2019 Tantabiddi Boat Ramp Redevelopment – Assessment of Economic and Social Benefits as per the Confidential Evaluation Report in Attachment 1 to Synergies Economic Consulting; and**
2. **AUTHORISE the reallocation of \$15,000 from account number E042560 – Other Governance Consultants to account number E115560- Foreshore, Beaches and Boat Ramps Consultants to cover the shortfall in funds.**

CARRIED 6/0

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

The following Agenda items are to be considered under *15. Matters to be Considered Behind Closed Doors*, in accordance with section 5.23(2) of the *Local Government Act 1995*.

COUNCIL RESOLUTION**ITEM 15**

Res No: 21-1219

MOVED: Cr Dixon

SECONDED: Cr McCarrol

That Council move Behind Closed Doors at 4.43pm in accordance with the *Local Government Act 1995* section 5.23 (2).

CARRIED 6/0

**15.1 RFT 06-2019 PROVISION OF CLEANING SERVICES FOR PUBLIC AMENITIES
REMOTE AND TOWN SITE**

COUNCIL RESOLUTION**ITEM 15.1**

Res No: 22-1219

MOVED: Cr Lucas

SECONDED: Cr Dixon

That Council **APPROVE** to award the contract for Tender 06/2019 – Provision of Cleaning Services for Public Amenities – Remote & Town Site as per the recommendation in the Confidential Evaluation Report – RFT 06/2019 (refer Attachment 1) to Kleenit Pty Ltd.

CARRIED 6/0

Shire President asked that the Minute Taker, Executive Managers and gallery leave the Chambers.

15.2 CHIEF EXECUTIVE OFFICER PROFESSIONAL DEVELOPMENT

COUNCIL RESOLUTION

ITEM 15.2

Res No: 23-1219

MOVED: Cr Lake

SECONDED: Cr McCarrol

That Council resolves to ENDORSE the Committees recommendation.

CARRIED 6/0

COUNCIL RESOLUTION

Res No: 24-1219

MOVED: Cr Mounsey

SECONDED: Cr Lake

That Council return from Behind Closed Doors at 4.52pm.

CARRIED 6/0

16. CLOSURE OF MEETING

The Shire President thanked everyone for their attendance and closed the meeting at 4.52pm.