

Shire of Exmouth

ORDINARY COUNCIL MEETING

MINUTES



20 February 2020

CONFIRMATION OF MINUTES

I hereby certify that the Minutes and Attachments of the Ordinary Council Meeting held on the 20 February 2020 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, and 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.

The Shire President advised the order of the agenda will be changed, due to a number of leave of absence requests.

The Shire President MOVED a motion to deviate from Standing Orders and bring Agenda Item 6. (Applications for Leave of Absence) forward to be dealt with next as he was in receipt of 2 applications for extensions of leave.

Res No: 05-0220

SECONDED: Cr Mounsey

CARRIED BY ABSOLUTE MAJORITY 4/0

6. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor McCarrol requested leave of absence from 17 February 2020 until 29 February 2020 inclusive.

COUNCIL RESOLUTION

ITEM 6.1

Res No: 06-0220

MOVED: Cr Dixon

SECONDED: Cr Lake

Councillor McCarrol requested leave of absence from 17 February 2020 until 29 February 2020 inclusive.

CARRIED 4/0

Councillor Lucas requested a leave of absence from 11 February 2020 until 29 February 2020 inclusive.

COUNCIL RESOLUTION

ITEM 6.2

Res No: 07-0220

MOVED: Cr Dixon

SECONDED: Cr Lake

Councillor Lucas requested a leave of absence from 11 February 2020 until 29 February 2020 inclusive.

CARRIED 4/0

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	
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 Mr C Woods Chief Executive Officer
Councillor A (Anne) McCarrol
Councillor M (Mark) Lucas

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTIONS TIME**

The following questions were received via the Shire website from Mr Ty Matek:

Can it be requested that the bike/walk path (behind the Dunes) between Town Beach and the Golf Club be given some maintenance. Some parts are totally covered with dune sand and very hard to push a pram through or walk a pushbike over.

Executive Manager Development Services provided the following response: The Shire carries out scheduled maintenance on the Town Beach – Golf Club walk track on an annual basis except for those areas that have been classified as contaminated. Some sections of the track have already been identified as requiring work.

Maintenance crews and machinery are currently working on Yardie Creek Rd and coastal access roads. Once work is completed in these areas the maintenance to the track can be undertaken.

Has there been any progress with the asbestos issue in the area between the Golf Club and Town Beach?

Executive Manager Development Services provided the following response: The Shire has been liaising with Department of Planning, Lands and Heritage (DPLH) who are the lead agency and land holders of the site. The Department of Water and Environmental Regulation (DWER) have classified the site as Possibly Contaminated – Investigation Required, and in order to determine the next steps for management of the land a Preliminary Site Investigation needs to be completed.

A Preliminary Site Investigation will make recommendations for further investigations and/or management options for the contaminated area. DPLH have awarded a contract to consultants for these works to be undertaken and are set to occur in the coming weeks.

The role of the consultants will be to develop a Site Management/Asbestos Management Plan with the aim of identifying and removing asbestos containing materials from the site, including conducting an "Emu Bob" of the site to remove surface asbestos containing materials. The DPLH are anticipating these works will be completed August 2020.

Is there any foreseeable chance the bike/walk track through that area being opened up to the public again?

Executive Manager Development Services provided the following response: Throughout the project the Shire have advised DPLH of the importance of the track to our Trails Masterplan and the community. At this stage we can't commit a timeframe as to when the track will be available but we are supportive of the trail being opened completely back up as long as there is no risk to human health.

5. DECLARATIONS OF INTEREST

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Exmouth held on the 19 December 2019 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION

ITEM 7

Res No: 08-0220

MOVED: Cr Mounsey

SECONDED: Cr Dixon

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Exmouth held on the 19 December 2019 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor Lake	Attended the: <ul style="list-style-type: none">• Australia Day event at Paltridge Memorial Swimming Pool, Thanks to those involved; Josh, the Exmouth Dog Agility Club and all pool staff.• Community Waste Working Group meeting.• Fire Recovery fundraiser at Exmouth Yacht Club which raised approx. \$15000.• Australian Citizenship Ceremony.
Councillor Dixon	Attended the: <ul style="list-style-type: none">• Community Waste Working Group meeting; shared experiences of the recycling centre in Whistler, B.C while there over Christmas.• Attended the Resilient Reefs Working Group that was presented by Joel Johnsson from Department of Biodiversity, Conservation and Attractions.• Annual Electors meeting.
Councillor Mounsey	Attended the: <ul style="list-style-type: none">• Australia Day event at Paltridge Memorial Swimming Pool.• Attended the Annual Electors meeting.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Shire President read the following report to the gallery:

"The year 2020 has kicked off well for highlighting Exmouth as the must-see cruise destination, with the weather being nice and passengers being able to successfully disembark. The beginning of February delivered an Unscheduled, but very welcome 2 day visit by the Vasco Da Gama, which had to divert from its original destination of Broome due to the threat of a Tropical Cyclone. With such short notice, it was impressive to see how Phil and his team from the Visitor Centre whipped up enough tours and local operators to make the visit a success. The weather was spectacular and the passengers were able to comfortably come ashore on both days of the visit. Other than the obvious boost to our local economy during our traditionally quietest month, the Ningaloo Centre was a big winner with over 520 gallery entries generating \$7500 and \$3400 of merchandise being sold to the visitors over the two days. The next scheduled arrival of the "Seven Seas Navigator" less than a week later was also blessed with great weather, allowing all pre-booked tours to go ahead and another welcome boost to our operators during the off season.

The feedback received about the galleries from these visitors was overwhelmingly positive, with many unable to believe that such a high-class facility existed in so remote a town. Our curators are now busily putting the final touches to finishing off the terrestrial gallery, adding 7 new exhibits, showcasing 7 different species of reptiles. These new Snakes and Lizards will add the final touch to what is already a worthwhile experience and will no doubt prove extremely popular during the upcoming tourist season.

The Cruise calendar for the next few months has filled fast, with 4 ships scheduled for March and, following last week's decision to operate the "Sapphire Princess" out of Australia for the next year, we now have another 3 visits set for May.

We all know too well that the success of Exmouth remaining high on the Cruise Agenda is totally reliant on the weather playing the game. There is still too large a gap between the success of disembarkation and the disappointment of cancellation and I am happy to see that the government has finally started to realise, a solution to our cruise abandonment rate has to be high on the tourism priority list. To this end, they have commissioned the "Exmouth Marine Infrastructure Working Group" that will hopefully get the ball rolling and gain a commitment to finding the correct long term solution..... in the very short term. Imagine how quickly Exmouth's "Cruise Tourism Industry" could flourish if we were guaranteed 20, 30 or 40 successful arrivals each year. We have the offering, and the cruise industry has the appetite... Let's hope this working group has the solution".

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 2019 COMPLIANCE AUDIT RETURN

File Reference:	FM.AD.1
Reporting Officer:	Executive Secretary
Responsible Officer:	Chief Executive Officer
Date of Report:	February 2020
Applicant/Proponent:	Department of Local Government, Sport and Cultural Industries
Disclosure of Interest:	Nil
Attachment(s):	1. 2019 Compliance Audit Return

PURPOSE

The purpose of this report is for the Audit Committee to review the Compliance Audit Return (CAR) for the calendar year 1 January 2019 to 31 December 2019.

BACKGROUND

Each year the Department of Local Government, Sport and Cultural Industries (the Department) requires Councils to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations.

The 2019 Return is to be provided to the Department by 31 March 2020.

101 questions are contained within the 2019 return. A copy of the reviewed Return is available at Attachment 1.

On an annual basis respective Western Australia Local Governments are required under legislation to complete an annual Compliance Audit Return that largely represents a self-audit of the Shires compliance.

Each Local Government must complete a CAR for the period 1 January to 31 December against the checklist of statutory compliance issues included in the 2019 return.

Once completed, the CAR is to be:

- presented at a meeting of the Audit Committee;
- presented to Council at an Ordinary Council Meeting;
- adopted by the Council; and (d) the adoption recorded in the minutes of the meeting at which it is adopted.

After the CAR has been presented to the Council at the February Ordinary Council Meeting, a certified copy of the Return along with the relevant section of the minutes and any additional

information is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2020.

COMMENT

The CAR is seen as an internal control monitoring process and as such is a useful tool for the Chief Executive Officer to report to Council and the Department on performance against the Shire's statutory obligations.

The 2019 Compliance Audit Return was undertaken in house and reviewed by the Executive Management Team.

To ensure a thorough audit has been undertaken, the Shire has evidenced each of its responses by citing reference to relevant internal and external documents.

The audit has identified the Shire of Exmouth is compliant with the statutory requirements of the *Local Government Act, 1995* and subsidiary legislation.

CONSULTATION

Managers
Executive Managers
Chief Executive Officer

STATUTORY ENVIRONMENT

Pursuant to Regulations 14 & 15 of the *Local Government (Audit) Regulations 1996* requires the 2019 Compliance Audit Return to be completed and returned by the 31 March 2020.

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

AUDIT COMMITTEE RECOMMENDATION

That the Audit Committee recommend that Council resolve to:

1. Adopt the Statutory Compliance Audit Return for the Shire of Exmouth for the period 1 January 2019 to 31 December 2019.
2. Authorise the Chief Executive Officer to submit the return to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

CARRIED 2/0

COUNCIL RESOLUTION

ITEM 11.1

Res No: 09-0220

MOVED: Cr Dixon

SECONDED: Cr Lake

That the Audit Committee recommend that Council resolve to:

1. **ADOPT** the Statutory Compliance Audit Return for the Shire of Exmouth for the period 1 January 2019 to 31 December 2019.
2. **AUTHORISE** the Chief Executive Officer to submit the return to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

CARRIED by ABSOLUTE MAJORITY 4/0

11.2 BUSINESS CONTINUITY PLAN

File Reference:	RM.PL.0
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	As above
Date of Report:	10 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL - Business Continuity Plan

PURPOSE

That the Audit Committee receives the Business Continuity Plan (BCP).

BACKGROUND

Section 17 of the Local Government (Audit) Regulations states the CEO is to review the appropriateness and effectiveness of the local government's systems in relation to risk management.

Council engaged the services of LGIS to work with Officers to implement a Business Continuity Plan to adopt procedures to maintain Council's essential services through periods of disruption. The Business Continuity Plan has been developed to ensure a standardised, consistent approach to business continuity whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

COMMENT

The BCP provides a process that facilitates organised decision making in the event of a major incident that might otherwise be chaotic, to:

- Provide for the welfare of staff, visitors and contractors.
- Provide a flexible response to a variety of emergencies.
- Assist decision making in an uncertain and stressful environment.
- Manage and minimise consequence of incidents to the Shire operations.

The Shire defines a business continuity event as an incident that could result in:

- The inability to use or access the Admin Building or Depot for more than 1 day.
- The inability to access or use IT systems or applications for more than 1 day.
- Not having enough staff to perform critical activities for more than 1 day.
- A key supplier/contractor being unable to perform core services on behalf of the Shire for more than 1 day.

Business continuity events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

It should be noted that an incident may affect the community as well as Shire operations. In these cases, the Shire's Local Emergency Management Arrangements (LEMA) will work in conjunction with the Shire's BCP.

It is also important to note that management response is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's BCP extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of IT & communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

The main purpose of the BCP is to offer guidance in restoring the Shire to an acceptable level of operation by focussing on communications, time-critical business activities, staff welfare and who will need to be contacted due to the circumstances of the incident.

CONSULTATION

LGIS

STATUTORY ENVIRONMENT

S.17 Local Government (Audit) Regulations

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT

Legislative compliance is required as per Local Government (Audit) Regulation 1996, Regulation 17 and is required to be addressed in a timely manner to mitigate risk associated to the findings. Annual reviews and testing in conjunction with the cyclone preparations are to be completed annually to assure the effectiveness of the BCP.

STRATEGIC IMPLICATIONS

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

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4.1 To provide proactive, collaborative and transparent leadership

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4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

The Audit Committee recommend that Council resolve to endorse the Shire of Exmouth Business Continuity Plan as presented in Attachment 1.

CARRIED 2/0

COUNCIL RESOLUTION

ITEM 11.2

Res No: 10-0220

MOVED: Cr Dixon

SECONDED: Cr Lake

The Audit Committee recommend that Council resolve to ENDORSE the Shire of Exmouth Business Continuity Plan as presented in Attachment 1.

CARRIED 4/0

11.3 REGULATION 17 REVIEW - UPDATE

File Reference:	FM.BU.19.20
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	As above
Date of Report:	10 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Review of Risk Management, Legislative Compliance and Internal Controls 2. Reg 17 Review – Status Update

PURPOSE

That the Audit Committee receives the update on the progress of the findings documented in the Review of Risk Management, Legislative Compliance and Internal Controls dated December 2018.

BACKGROUND

The Local Government (Audit) Regulation 1996, Regulation 17 requires the following:

1. *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:*
 - a. *Risk management; and*
 - b. *Internal control; and*
 - c. *Legislative compliance.*
2. *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review no less than once every three (3) financial years.*
3. *The CEO is to report to the audit committee the results of that review.*

The Shire of Exmouth engaged Moore Stephens to provide the services in relation to the requirements of Regulation 17 of the Local Government (Audit) Regulation 1996. Moore Stephens completed their assessment and provided us with their findings in December 2018.

COMMENT

The Shire of Exmouth staff have been addressing these findings and would like to provide an update on the progress of addressing these findings.

There were 35 findings, with 19 findings completely addressed, 9 is on-track, 5 is on-going and 2 intervene.

There were 2 findings that needs to be addressed on the basis that these finding is deemed inappropriate, and will not be addressed as per the Moore Stephens recommendation.

Moore Stephens finding 8.5.1:

Framework Components	Purpose / Goal	Matters Noted / Improvements
Internal Audit	Internal audit monitors the level of compliance with internal procedures and process along with assessing the appropriateness of these procedures.	Currently, no internal auditors have been appointed and limited internal audit functions have been undertaken.
		To confirm adherence to documented policies and procedures and assist in the identification of internal control weaknesses an internal audit function is required to be established.

The Shire acknowledges the fact that this could have an improvement on internal controls and legislative compliance in its ability to review the Shire processes and procedures, however there is currently no scope or capacity for a Council this size to have that role. By having the OAG and Regulation 17 audits done externally, the majority of issues would be addressed by their findings.

Moore Stephens finding 8.6.2

Framework Components	Purpose / Goal	Matters Noted / Improvements
Financial Management Review	Review of the appropriateness and effectiveness of the Financial Management systems and procedures of the local government required to be undertaken every three years by Regulation 5(2) of Local Government (Financial Management) regulations 1996.	The Financial Management Review, undertaken in June 2017, made 37 recommendations to improve the Financial Management of the Shire. Recommendations from the review have largely been actioned. Outstanding matters are included elsewhere within this report
		Outstanding items identified within the Financial Management Review be addressed.

There is currently a lot of cross-over between all the regulation requirements. The OAG is currently our external auditor, which reviews our processes, policies and reconciliations in regards to Financial Management. Regulation 17 audit also reviews financial management as per the extract above. The consensus currently is that under these reviews the Financial Management review is covered off on and does not require an additional external review.

CONSULTATION

Moore Stephens

STATUTORY ENVIRONMENT

Local Government (Audit) Regulation 1996, Regulation 17

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT

Legislative compliance is required as per Local Government (Audit) Regulation 1996, Regulation 17 and is required to be addressed in a timely manner to mitigate risk associated to the findings.

STRATEGIC IMPLICATIONS

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

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4.1 To provide proactive, collaborative and transparent leadership

4.2 A local government that is respected and accountable.

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

That the Audit Committee recommend that Council resolve to endorse the update on the progress of the findings documented in the Review of Risk Management, Legislative Compliance and Internal Controls dated December 2018, noting that Council does not intend to:

1. Pursue the recommendation to appoint internal auditors; or
2. Complete a Financial Management Review,

as per the findings by Moore Stephens.

CARRIED 2/0

Res No: 11-0220

MOVED: Cr Lake

SECONDED: Cr Dixon

That Council accepts the Audit Committee recommendation and resolves to ENDORSE the update on the progress of the findings documented in the Review of Risk Management, Legislative Compliance and Internal Controls dated December 2018, noting that Council does not intend to:

- 1. Pursue the recommendation to appoint internal auditors; or**
- 2. Complete a Financial Management Review,**

as per the findings by Moore Stephens.

CARRIED 4/0

UNCONFIRMED

12. REPORTS OF OFFICERS

EXECUTIVE SERVICES

12.1.1 APPOINTMENT OF ENVIRONMENTAL HEALTH OFFICER AS AUTHORISED PERSON

File Reference:	GV.AU.2
Reporting Officer:	Environmental Health Officer
Responsible Officer:	Chief Executive Officer
Date of Report:	6 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

That Council appoint relieving Environmental Health Officer, Ken Lowth as an authorised person pursuant to the *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008* and the *Caravan Parks and Camping Grounds Act 1995*.

BACKGROUND

Mr Lowth has acted in a relieving role for the 2019/20 while the Environmental Health Technician has been on maternity leave. Temporary authorisations under the *Public Health Act 2016* can only be issued once and be valid for a maximum period of 1 month. As Mr Lowth will be fulfilling further relieving duties formal authorisation is necessary to allow for carrying out the functions and responsibilities of the position.

COMMENT

The appointments as authorised officer sought by this report are as follows:-

- *Public Health Act 2016*, s24 appointment of authorised officer for the purposes conferred by s312 (1)(b).
- *Caravan Parks and Camping Grounds Act 1995* s17, appointment of authorised person.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Public Health Act 2016 s24 (1) An enforcement agency may designate a person or class of persons as authorised officers –

- (a) for the purposes of this Act or another specified Act; or
- (b) for the purposes of the specified provisions of this Act or another specified Act. or
- (c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act.

Public Health Act 2016 s312 (1)(b) to have been so designated for the purposes of –

- (i) Parts 8, 9, 14 and 16; and
- (ii) The Health Act sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 227(1), 228(1), 234(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352 (1) and (2), 358(2) and 375; and
- (iii) The Dog Act 1976; and
- (iv) The Tobacco Products Control Act 2006; and
- (v) The Food Act 2008; and
- (vi) The Cat Act 2011.

Caravan Parks and Camping Grounds Act 1995 s 17, the chief executive officer of the Department or a local government –

- (a) May appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer or the local government considers necessary;

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The financial implications for Mr Lowth's relieving have been approved in the 2019/20 Budget.

STRATEGIC IMPLICATIONS

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

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VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.1

That Council APPOINT relieving Environmental Health Officer, Ken Lowth as authorised person pursuant to the *Public Health Act 2016* for the purposes conferred by s312(1)(b) and the *Caravan Parks and Camping Grounds Act 1995* s17.

Res No: 12-0220

MOVED: Cr Mounsey

SECONDED: Cr Lake

That Council APPOINT relieving Environmental Health Officer, Ken Lowth as authorised person pursuant to the *Public Health Act 2016* for the purposes conferred by s312(1)(b) and the *Caravan Parks and Camping Grounds Act 1995* s17.

CARRIED by ABSOLUTE MAJORITY 4/0

UNCONFIRMED

DEVELOPMENT SERVICES

12.2.1 MURAT ROAD STORMWATER DRAINAGE – AWARD OF TENDER 09/2019

File Reference:	CM.TE.09.2019
Reporting Officer:	Manager Works Joanne Gordon
Responsible Officer:	Executive Manager Development Services Mike Richardson
Date of Report:	1 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL Tender Evaluation Report – 21 January 2020

PURPOSE

This report recommends that Tender 09/2019 for Stormwater Drainage Enhancements Mortiss Street to Corella Court be awarded as per the recommendation in the Confidential Tender Evaluation Report dated 21 January 2020 (CONFIDENTIAL Attachment 1).

BACKGROUND

Murat Road is the only entrance road into the Exmouth Town Site. The road was originally designed and constructed in 1966. The Exmouth Shire Council was advised at the February 2018 Council meeting that Murat Road would be reconstructed from Preston Street to Reid Street. During the previous tendering process, it was determined that the current market price for the full scope of works could not be completed within the Shire's allocated budget therefore the decision was made for the complete redesign of Murat Road removing the levee construction and that the tender be reopened with Murat Road broken into two separable portions as follows:

- Murat Road Stage 1A (Preston Street to Mortiss Street)
- Murat Road Stage 1B (Mortiss Street to Reid Street)

On completion of Murat Road Stage 1A (Preston Street to Mortiss Street) the budget surplus did not allow for the reopening of a tendering process to complete Murat Road Stage 1B but it was determined that the stormwater drainage component of this stage was still required to ensure the integrity of Murat Road remained firm during a storm event.

KCTT (the Consultant) was requested to redesign the project and to release a tender for the Murat Road Stormwater Drainage works.

COMMENT

Tendering Process

The draft Request for Tender document was submitted on 22 November 2019 for the Shire of Exmouth's consideration. The tender documents were approved by the Shire of Exmouth on the 9 December 2019. The Tender Process including advertising and contractor interest is including in the Confidential Tender Evaluation Report attached.

CONSULTATION

Western Australia Main Roads

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 to 24*.

All tenders were evaluated against the selection criteria by which each tender is assigned a score based on the tenderers capacity to meet the tender objectives. The Contract will be awarded to a Tenderer who best demonstrates the ability to carry out the required service at a competitive price. The tendered prices were assessed via qualitative and compliance criteria to determine the most advantageous outcome to Council. This means that, although price is considered, the Tender containing the lowest prices will not necessarily be accepted, nor will the offer rank the highest on the qualitative criteria.

POLICY IMPLICATIONS

Procurement Policy 2.7

Regional Price Preference Policy 2.12

Risk Management Policy 2.13

Asset Management Policy 2.14

FINANCIAL IMPLICATIONS

The project budget comprises of:

Western Australian Main Roads	\$ 66,700.00
Shire of Exmouth (Roads to Recovery Contribution)	\$ 33,350.00
State Initiative Funding Surplus c/f	\$204,000.00
Total Project Budget excluding GST	<u>\$305,050.00</u>

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

2.3 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

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.2.1

That Council:

1. AWARDS the contract for Tender RFT 09/2019, as per the recommendation in the Confidential Tender Evaluation Report dated 21 January 2020 (Attachment 1).
2. RECORD the recommendation for Tender RFT 09/2019 as provided in the Confidential Tender Evaluation Report dated 21 January 2020 (Attachment 1), in the meeting minutes.

COUNCIL RESOLUTION

ITEM 12.2.1

Res No: 13-0220

MOVED: Cr Dixon

SECONDED: Cr Lake

That Council:

1. **AWARDS the contract for Tender RFT 09/2019, as per the recommendation in the Confidential Tender Evaluation Report dated 21 January 2020 (Attachment 1).**
2. **Tender RFT 09/2019 as provided in the Confidential Tender Evaluation Report dated 21 January 2020, be awarded to Comiskey's Contracting.**

CARRIED by ABSOLUTE MAJORITY 4/0

CORPORATE SERVICES

The following recommendations were moved en bloc 12.4.1, 12.4.2, 12.5.1

12.4.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2020

File Reference:	FM.FL.0
Reporting Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	11 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Monthly Financial Report as at 31 December 20192. Monthly Financial Report as at 31 January 2020

PURPOSE

That Council receives the financial reports for the financial periods ending 31 December 2019 and 31 January 2020.

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 31 January, operating revenue is exceeding target by \$159,019 (1.85%) due to increase aviation services and exhibition revenue.

Operating expenditure is under budget by \$575,325 (6.40%) 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 \$265,487 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. Ningaloo Centre exhibitions are currently being installed.

Outstanding Rates is \$846,353 with 469 properties on instalments totalling \$942,228. Rate notices were issued on 30 July 2019, and the third instalment was due on 21 January 2020. The Shire has collected 82.6% of total rates outstanding, which is equal to the same time last year. The final instalment is due on 31 March 2020.

General Debtors is \$1,148,382 with \$928,502 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 Council's 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 periods ending 31 December 2019 and 31 January 2020.

COUNCIL RESOLUTION

ITEM 12.4.1

Res No: 14-0220

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council RECEIVES the Financial Report for the financial periods ending 31 December 2019 and 31 January 2020.

CARRIED 4/0

12.4.2 LIST OF ACCOUNTS FOR PERIOD ENDING 31 JANUARY 2020

File Reference:	FM.FI.0
Responsible Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	11 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Accounts for period ending 31 December 2019 2. List of Accounts for period ending 31 January 2020

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.

December Payments

Municipal Fund totalling \$ 860,786.63
Incorporating cheques, direct debits, electronic payments and credit cards.

Trust Fund totalling \$3,728.68
Incorporating electronic payments

Total December Payments: \$ 864,515.31

January Payments

Municipal Fund totalling \$ 2,892,775.71
Incorporating cheques, direct debits, electronic payments and credit cards.

Trust Fund totalling \$ 2,414.52
Incorporating electronic payments

Total January Payments: \$ 2,895,190.23

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 months of December 2019 (*totalling \$864,515.31*) and January 2020 (*totalling \$2,895,190.23*).

COUNCIL RESOLUTION

ITEM 12.4.2

Res No: 13-0220

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 months of December 2019 (*totalling \$864,515.31*) and January 2020 (*totalling \$2,895,190.23*).

CARRIED 4/0

12.4.3 2019/2020 MID-YEAR BUDGET REVIEW

File Reference:	FM.BU.19.20
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	As above
Date of Report:	20 February 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Mid-Year Budget Report

PURPOSE

Council to adopt this 2019/20 Mid-Year Budget Review prepared for the period ending 31 December 2019 with budget amendments required, as per *Local Government Financial Regulation 33A*.

BACKGROUND

A review of budget projections was conducted and a comparison of the year to date actuals as at 31 December 2019 with the adopted budget has established whether Council are continuing meeting its budget commitments, using materiality levels of \$10,000 or 10% against each of the accounts has identified some timing differences as well as some projects being delayed and cancelled or postponed until next year.

COMMENT

The original 2019/20 budget adopted by Council on 25 July 2019 projected to deliver a surplus of \$48,147. The budget also included amounts of \$4.173m of capital acquisitions.

Council also resolved that rates would be increased which resulted in an overall increase of \$4,318 in rate revenue. 64.7% of Exmouth home owners paid lower rates in 2019/20 than 2018/19.

At the time of adopting the 2019/20 budget the carried forward surplus from 2018/19 was \$3,040,153 however, the audited financial statements recognised the total surplus of \$3,716,619 which includes the early payment of \$975,073 for the 2019/20 Financial Assistance Grants in the 2018/19 financial year.

The budgeted closing position for the 2019/20 will increase from a surplus of \$48,147 to a forecast surplus of \$1,357,648 which includes a budgeted forecast of \$855,900 for the early payment of the Financial Assistance Grant.

It has been the practice in recent years for 50% of the Financial Assistance Grant for the following year to be paid in advance. This is anticipated for this financial year again. The surplus therefore relates to 2020/21 expenditure. This means that there is effectively a surplus of \$501,748.

Budget Commentary on Key Movements

Following a mid-year review by Executive Managers and Managers the following adjustments are being put to Council for consideration and adoption. These recommendations have taken consideration into the timing of movements as identified at 31 December 2019.

Statement of Financial Activity for the period ended 31 December 2019

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Revised Budget
	\$	\$	\$	
Opening Funding Surplus / (Deficit)	3,040,153	3,040,153	3,716,619	3,716,619
Revenue from operating activities	11,859,366	8,020,973	8,292,242	13,046,266
Expenditure from operating activities	(15,196,455)	(7,683,157)	(7,195,387)	(15,755,633)
Non-cash amounts excluded from operating activities	3,196,907	1,583,833	1,804,919	3,718,806
Amount attributable to operating activities	(140,182)	1,921,649	2,901,774	1,009,439
Investing activities				
Non-operating grants, subsidies and contributions	722,332	361,158	595,412	1,417,832
Proceeds from disposal of assets	80,500	91,818	91,818	307,500
Payments for property, plant and equipment	(4,223,270)	(876,688)	(498,370)	(5,259,270)
Amount attributable to investing activities	(3,420,438)	(423,712)	188,860	(3,533,938)
Financing Activities				
Transfer from reserves	1,329,300	0	0	1,803,500
Payments for community loans	0	0	7,750	23,000
Repayment of debentures	(223,637)	(110,830)	(110,830)	(223,637)
Transfer to reserves	(587,049)	(31,878)	(31,878)	(1,437,335)
Amount attributable to financing activities	518,614	(142,708)	(134,958)	165,528
Closing Funding Surplus / (Deficit)	(1,853)	4,395,382	6,672,295	1,357,648

Council's operational revenue is currently \$8.3m which is \$271k over the projected YTD forecast of \$8m. An increase to the budget of \$1.2m is proposed, which is predominantly from the early payment expected for the Financial Assistance Grants of \$856k and increased exhibition revenue of \$160k.

Operational expenditure is currently \$7.2m which is \$488k under the projected YTD forecast of \$7.7m. Although some of the variance is timing as a result of vacant positions, resource shortage and changes in priorities. An increase of \$559k is proposed. This increase comprises mainly of depreciation of \$710k increase and materials and contracts of \$95k. Employee costs has a proposed reduction of \$187k and \$123k for a reduction in the loss on disposal of assets.

Non-operating grants, subsidies and contributions is currently \$595k which is \$234k over the YTD budget of \$361k. This is due to the timing of the grant payments being received, and dependent on the achievement of relevant milestones.

Capital acquisitions is currently \$498k which is \$378k under the YTD budget of \$877k. Changes to capital is:

- Increase to the irrigation sewerage ponds upgrade of \$7k, which is covered by Water Corporation.
- Weighbridge is not going ahead which is a decrease of \$250k which would have been funded through reserves.
- Purchase of two blocks of land as per resolution 14-1019 of \$750k, funded through reserves.
- Ningaloo Centre Terrestrial Gallery Exhibit upgrades is approaching completion. Following an internal review of exhibit upgrade program, the focus for remainder of 2019/20 period will be Lagoon Tank, Cyclone and Fairy Queen exhibits with no change to original budgeted amounts.
- New air conditioning in the aquarium workshop \$20k.
- The Exmouth bike facility budget remains unchanged, but is receiving funding of \$150k in the 19/20 FY from Woodside.
- Crevalle Way play equipment of \$30k, which is funded through the release of Crevalle Way POS of \$170k for the purpose of constructing a park and playground. The project is carryover from 18/19.
- Mildura Wreck Interpretive of \$12k which is a result of change in scope of works.
- Town Beach gazebos lighting decrease of \$3k as it came in under budget.
- Full Body Scanner at the Airport of \$255k which is fully funded through DOT.
- Towable belt loader of \$48k which is funded through reserves.
- RADS master plan for Learmonth Airport and Aerodrome of \$87k which is receiving funding from RADS of \$43k and \$43k reserve funded.
- Paid parking signage required at the airport of \$13k.
- Increase of \$30k for the water dispensing unit to increase the number of dispensers installed.
- Additional staff housing upgrades required of \$29k.
- Retaining wall at 12 Fletcher street has a reduction of \$12k as it is partly funded by the DOH.

As a result of these proposed adjustments it leaves Council with a surplus of \$2,157,648 which we propose to make the following reserve transfers for future expenditure:

- \$250k to Building infrastructure reserve for the AMP outcomes.
- \$200k to Community development fund reserve for pending work required at the Recreation Centre.
- \$100k to Roads Reserve for footpaths.
- \$250k to Swimming Pool Reserve for the pool upgrades required.
- \$50k to Tourism Development Fund for NTAG destination development.

The budgeted closing position for the 2019/20 will increase from a surplus of \$48,147 after revising and factoring in the full opening surplus to a forecast surplus of \$1,357,648 and it is anticipated as future expenditure and revenue expectations are refined and additional information is received this surplus may move.

CONSULTATION

Managers
Executive Managers
Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government (Financial) Regulations 33A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adopted budget surplus position is \$1,357,648

STRATEGIC IMPLICATIONS

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

- Leadership: 4 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 resolves to ADOPT the movements in the 2019/20 Mid-Year Budget Review as per Attachment 1, resulting in a budget surplus of \$1,357,648.

COUNCIL RESOLUTION

ITEM 12.4.3

Res No: **14-0220**

MOVED: **Cr Mounsey**

SECONDED: **Cr Dixon**

That Council resolves to ADOPT the movements in the 2019/20 Mid-Year Budget Review as per Attachment 1, resulting in a budget surplus of \$1,357,648.

CARRIED by ABSOLUTE MAJORITY 4/0

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
5/12/20	Lease portion of Ningaloo Centre for Central Regional TAFE (Council Decision 07-1017)
16/01/20	Bush Fire Brigade Local Law (Council Decision 10-1219)
23/01/20	Minor Works Contract: Shire of Exmouth and Kleenit Pty Ltd (Council Decision 22-1219)

A summary of the building licence and building certificate applications and approvals made under Delegation pursuant to the *Building Act 2011* up to 31 January 2020.

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)	
19/136	04/12/19		Sal Salis R27288 - Cape Range National Park	Alteration timber framed covered restaurant	Approved	24/01/20
19/137	17/12/19	442	32 Stokes-Hughes Street	Deck and verandah extension to existing building on western wall	Approved	17/12/19
19/138	24/12/19	1412	R27647 - Payne Street	Extensions to clubhouse	Approved	09/01/20
20/01	07/01/20	215	Coral Way	New construction two buildings: 1 x shop with accommodation above and 1 x laundromat	Approved	06/02/20
20/02	09/01/20		Lyndon Location 32 Dp161582 , L184 Dp212281 - Airport Site	New construction install two steel framed shelters	Approved	14/01/20
20/03	17/01/20	901	7 Patterson Way, Exmouth	New construction workshop/storage shed and toilet block	Approved	23/01/20
20/04	24/01/20	36	2 Pelias Street	Shed addition and canopy- steel frames with steel sheet cladding on concrete foundations	Approved	29/01/20

A summary of the planning decisions issued under delegation or outstanding up to 31 January 2020.

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	Addition of incidental Nature Based Park (Twenty-seven (27) camping Sites)	Deferred	13/11/19
PA32/19	13/03/19		Scheme Amendment 1 to LPS4		Processing	
PA48/19	17/04/19	102	441 Murat Road	Shop and Warehouse/Storage	Processing	
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	Garage	Deferred	09/08/19
PA102/19	28/08/19	1148	39 Welch Street	Existing Showroom, Existing Warehouse/Storage, Existing Two (2) Sea Containers, Proposed Motor Vehicle Repair and Incidental Wash Down Bay	Approved	15/01/20
PA119/19	21/10/19	432	84 Madaffari Drive	Jetty	Approved	16/01/20
PA124/19	31/10/19	366	4 Corella Court	Holiday House	Approved	03/02/20
PA125/19	01/11/19		Reserve 37664	Flight Aviary	Processing	
PA130/19	13/11/19	404	22 Madaffari Drive	Two (2) Retaining Walls and Fencing	Approved	03/02/20
PA131/19	14/11/19	379	30 Corella Court	Retaining Wall	Approved	30/01/20
PA134/19	26/11/19	131	42 Young Street	Existing - Warehouse/storage structure	Approved	31/01/20
PA135/19	29/11/19	102	16 Tautog Street	Existing holiday house	Processing	
PA136/19	03/12/19	33	1 Pellew Street	Change of use - shop (with incidental cafe and educational establishment) and addition of play equipment and shade sails	Approved	13/01/20
PA138/19	09/12/19		Cape Range National Park	Renovation of Sal Salis	Cancelled	12/12/19
PA140/19	10/12/19	327	Minilya-Exmouth Road	New Dwelling	Approved	04/02/20
PA141/19	10/12/19	13	116 Madaffari Drive	Single house - amendment to PA70/18.	Approved	28/01/20
PA142/19	16/12/19	1	1 Truscott Crescent	Proposed expansion of the existing caravan park	Approved	18/12/19
PA143/19	19/12/19	412	6 Farley Street	Existing holiday house	Deferred	06/01/19
PA144/19	19/12/19	4	36 Pelias Street	New office extension and lean-to	Processing	
DA01/20	06/01/20	9	108 Madaffari Drive	Fencing	Processing	
DA02/20	07/01/20	160	26 Tuckey Street	Written planning advice for potential use and development of the property for industrial purposes - civil contracting/earthmoving	Issued	10/02/20
DA03/20	10/01/20	643	19 Stokes-Hughes Street	Existing Holiday House (retrospective)	Processing	
DA04/20	09/01/20	157	39 Dugong Close	Single storey dwelling	Processing	
DA05/20	10/01/20	1094	10 Campbell Way	Holiday House	Processing	
DA07/20	14/01/20	11	8 Huston Street	Section 40 - Adrift Cafe	Cancelled	10/02/20

DA08/20	15/01/20	339	20 Kestrel Place	Single dwelling and attached garage	Processing
DA09/20	16/01/20	266	23 Christie Street	Holiday House	Processing
DA10/20	20/01/20	475	7 Osprey Way	Amendment to PA21/18 - alteration to balcony screening	Processing

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

App #	Date Received	Description.	Decision	Permit issued
PA137/19	04/12/19	Bean Gypsy Coffee Van at Exmouth Community Christmas Markets - Shire Hall - 8 December 2019	Issued	04/12/19
PA139/19	10/12/19	Wedding at Vlamingh Lighthouse - 20 February 2020	Issued	12/12/19
PE01/20	08/01/20	Wedding on Town Beach - 8 May 2020	Cancelled	29/01/20
PE02/20	15/01/20	Raffle Ticket sales in the Ross St Mall - Dolly's Dream in conjunction with the Alannah and Madeline Foundation – 3-5 February 2020	Issued	15/01/20
PE03/20	04/02/20	Wedding on Town Beach - 2 May 2020	Processing	
PE04/20	20/01/20	Outdoor eating permit at Kennedy Street Mall	Processing	
PE05/20	30/01/20	Food van at Tantabiddi Boat Ramp, Hunters Access and Lighthouse	Processing	
PE06/20	29/01/20	Exmouth Kite Surf Centre - Kitesurfing and SUP instruction and assisted hire – 2019-2020 season	Processing	
DA06/20	15/01/20	GAMEX 2020 banner sign at Cnr Maidstone and Learmonth Street and at Talanjee Oval	Processing	

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 31 January 2020; and
- Planning Decisions Issued up to 31 January 2020.

COUNCIL RESOLUTION

ITEM 12.5.1

Res No: 15-0220

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 31 January 2020; and**
- **Planning Decisions Issued up to 31 January 2020.**

CARRIED 4/0

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

Nil

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

Nil

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

16. CLOSURE OF MEETING

The Shire President thanked the gallery for attending and closed the meeting at 4.39pm.

UNCONFIRMED