

Shire of Exmouth

# ORDINARY COUNCIL MEETING

## AGENDA



23 July 2020

# NOTICE OF MEETING

Notice is hereby given that the

Shire of Exmouth  
Ordinary Council Meeting  
will be held on

2020

Commencing at 4.00pm  
In the Mandu Mandu Function Room, Ningaloo Centre,  
2Truscott Crescent, Exmouth

**Cameron Woods**  
**Chief Executive Officer**

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## **Disclaimer**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Exmouth for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Exmouth disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Exmouth during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Exmouth. The Shire of Exmouth warns that anyone who has an application lodged with the Shire of Exmouth must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Exmouth in respect of the application.

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**Shire of Exmouth**

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**Disclosure of Interest Form**

(Elected Members/Committee Members/Employees/Contractors)

*Local Government Act 1995 (Section 5.65, 5.70 & 5.71)*

To: Chief Executive Officer

- Ordinary Council Meeting held on \_\_\_\_\_
- Special Council Meeting held on \_\_\_\_\_
- Committee Meeting held on \_\_\_\_\_
- Other \_\_\_\_\_

Report No \_\_\_\_\_

Report Title \_\_\_\_\_

Name \_\_\_\_\_

- Elected Member
- Committee
- Employee
- Contractor

Type of Interest (\*see overleaf for further information)

- Proximity
- Financial
- Impartiality

Nature of Interest

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

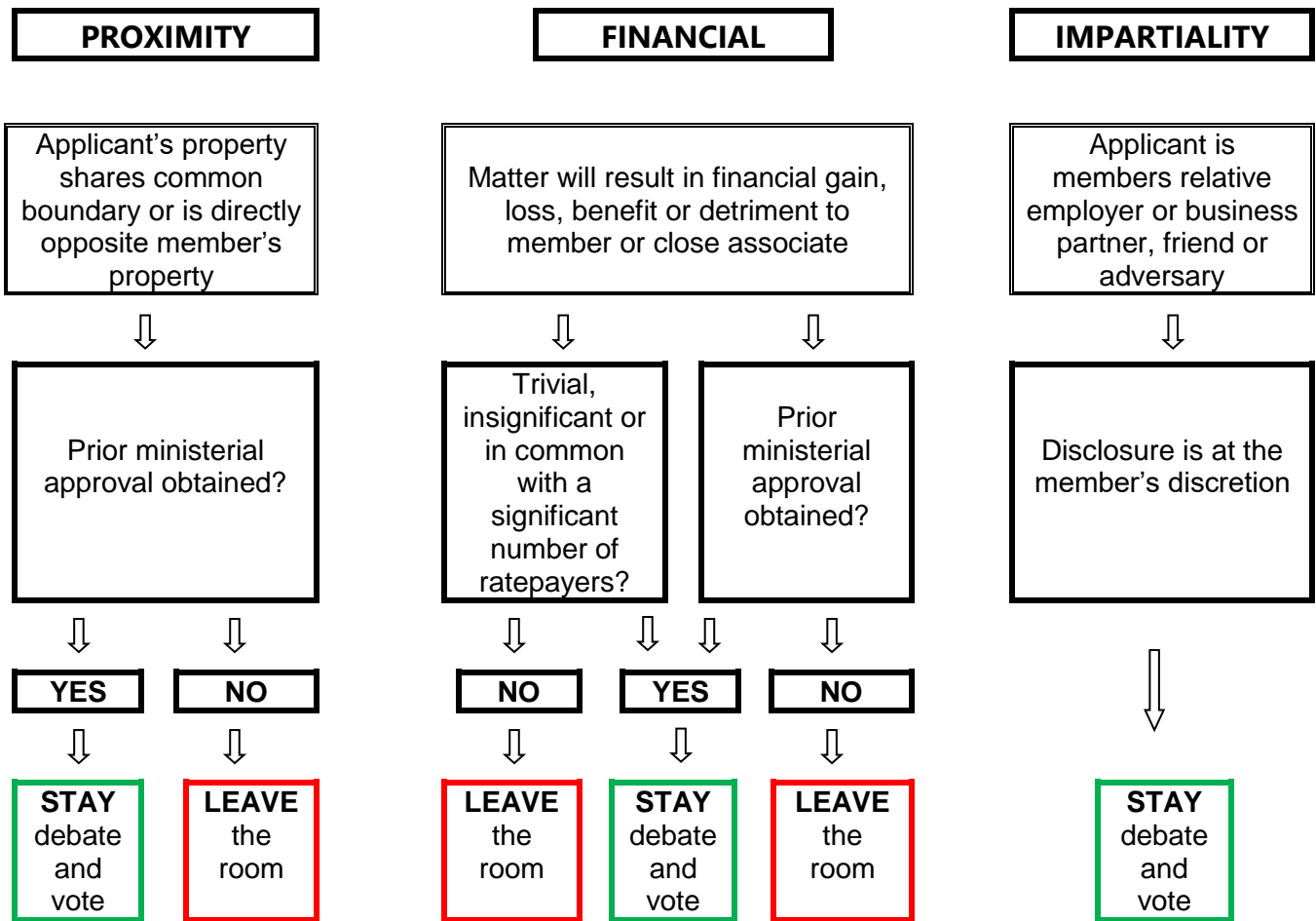
**Note 1:** For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

**Note 2:** Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

**OFFICE USE ONLY**

CEO: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Declaring an Interest**



**Local Government Act 1995 - Extract**

**5.65 - Members' interests in matters to be discussed at meetings to be disclosed.**

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:
  - (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
  - (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

**5.70 - Employees to disclose interests relating to advice or reports.**

- (1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

**5.71 - Employees to disclose interests relating to delegated functions.**

- If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:
- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

**'Local Government (Administration) Regulations 1996 – Extract**

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

*"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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# AGENDA

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

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

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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.

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## **1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at

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  
Ms Head

Executive Manager Corporate Services  
Minute Clerk

## **GALLERY**

## **APOLOGIES**

## **LEAVE OF ABSENCE**

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

Nil

### **4. PUBLIC QUESTIONS TIME**

In accordance with section 5.24 of the *Local Government Act 1995*, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration Towards Public

When public questions necessitate resolutions of Council, out of courtesy and at the President discretion the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates the need for the public to wait an undetermined period of time).

When a matter is listed on the Agenda and member/s of the public are in attendance to observe the determination of the matter, out of courtesy and at the discretion of the President the matter is to be brought forward on the agenda and dealt with immediately to allow the public to observe the determination of the matter (again this obviates the need for the public to wait an indeterminate period of time).

### **5. DECLARATIONS OF INTEREST**

### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.

Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non attendance at a meeting is not an application for leave of absence.

### **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 28 May 2020 be confirmed as a true and correct record of proceedings.

**8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS**

**9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil



## 11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

### 11.1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW

File Reference:	PE.EC.0
Reporting Officer:	Shire President
Responsible Officer:	CEO Performance Review Committee
Date of Report:	14 July 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CONFIDENTIAL Chief Executive KPI 20/21 2. CONFIDENTIAL Proposed CEO TRP 20/21

#### PURPOSE

A role of Council is to annually review the Chief Executive Officer's (CEO) performance and set the current years Key Performance Indicators (KPI's) and remuneration in accordance with the *Local Government Act 1995* section 5.38 and the Salaries and Wages Tribunal (SAT) determination.

This report sets the measurable performance indicators and the remuneration for the 2020/21 financial year.

#### BACKGROUND

At the Ordinary Council Meeting on the 25 June 2020 the following resolution was passed regarding the CEO's Performance Review Assessment:

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**COUNCIL RESOLUTION**  
**Res No: 10-0620**

**ITEM 15.1**

***That Council notes the CEO Performance Review Committee recommendation and resolves to:***

- 1. Endorse the Chief Executive Officers' annual performance review report (Attachment 1)***
- 2. Defer decision Chief Executive Officers' total reward package for 2020/21 as outlined in (Attachment 2) until further negotiation between the CEO Performance Review Committee and CEO, and bring to the July OCM.***
- 3. Workshop the 2020/21 KPI's with the CEO for consideration at the July 2020 OCM.***

**CARRIED 5/0**

## COMMENT

The CEO Performance Review Committee met with the Chief Executive Officer on July 9 to further discuss and negotiate a Total Remuneration Package for the 2020/21 financial year. The Committee has resolved to recommend to Council the proposal as outlined in CONFIDENTIAL Attachment 2.

Following this meeting, a workshop between Council and the CEO was carried out to agree on the list of KPI's for the 2020/21 year. The agreed list of performance measurables are listed in CONFIDENTIAL Attachment 1.

## CONSULTATION

WALGA was previously consulted in relation to the CEO Annual Performance Review Process.

## STATUTORY ENVIRONMENT

Local Government Act 1995, Part 5, Division 4, s 5.38 and Division 2, s5.23 (2)

## POLICY IMPLICATIONS

Policy 1.19 Chief Executive Officer Performance Review

## FINANCIAL IMPLICATIONS

N/A

## 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

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## COMMITTEE RESOLUTION

## ITEM 11.1

That the CEO Performance Review Committee recommends to Council, in accordance with legislative, contractual and policy obligations, to receive and ENDORSE:

1. The Chief Executive Officers' total reward package for 2020/21 effective from the annual anniversary date of June 5th as outlined in (CONFIDENTIAL Attachment 2) and
2. The Key Performance Indicators set out for the Chief Executive Officer for 2020/21 as outlined in (CONFIDENTIAL Attachment 1).

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**COMMITTEE RECOMMENDATION**

**ITEM 11.1**

That Council notes the CEO Performance Review Committee recommendation and resolves to ENDORSE the following recommendation:

1. The Chief Executive Officers' total reward package for 2020/21 effective from the annual anniversary date of June 5th as outlined in (CONFIDENTIAL Attachment 2) and
2. The Key Performance Indicators set out for the Chief Executive Officer for 2020/21 as outlined in (CONFIDENTIAL Attachment 1).

## 12. REPORTS OF OFFICERS

### CORPORATE SERVICES

#### 12.4.1 ADOPTION OF THE 2020/21 ANNUAL BUDGET

File Reference:	FM.BU.20.21
Responsible Officer:	Executive Manager Corporate Services
Reporting Officer:	As above
Date of Report:	14 July 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. 2020/21 Budget 2. 2020/21 Projects 3. 2020/21 Fees & Charges

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#### **PURPOSE**

That Council adopt the 2019/20 Budget and Fees and Charges as presented in attachments 1 to 3.

#### **BACKGROUND**

Council is required to prepare and adopt by absolute majority and in the form and manner prescribed, an annual budget for the financial year ending on the 30 June by no later than 31 August each year in accordance with Section 6.2 of the *Local Government Act 1995*.

As per section 6.2(4) the annual budget is to incorporate:

- a) Estimated expenditure proposed to be incurred;
- b) Information relating to the rates and service charges that will apply;
- c) Fees and charges proposed to be imposed;
- d) Particulars of borrowings and other financial accommodation proposed to be entered into;
- e) Amounts to be set aside, or used from reserve accounts;
- f) Particulars of proposed land transactions and trading undertakings;
- g) Other matters as are prescribed.

#### **COMMENT**

##### **1. Rates & Minimum Payments 2020/21**

Exmouth in accordance with Section 6.33 of the *Local Government Act 1995*. The budget has been prepared on the basis of zero rates in the dollar increase for all rating categories.

**Table 1: Schedule of differential rates:**

Rate Category	Rate in the Dollar \$	Minimum payment \$
GRV General	0.0751	930
GRV Marina Developed	0.1013	930
GRV Holiday Homes	0.1041	930
GRV Vacant Land	0.1501	735
UV Mining	0.1599	230
UV Rural	0.0800	735

**Table 2: Schedule of specified area rates:**

Rate Category	Rate in the Dollar \$	Minimum payment \$
GRV Specified Area Rate	0.01339	Nil

Payment Options of Rates and Due Dates

Set the due date for the payment of rate instalments as follows:

- Option 1 - Single payment due no later than 4.30pm on 3 September 2020
- Option 2 - Two equal instalments
  - First Instalments due no later than 4.30pm on 3 September 2020
  - Second instalment due no later than 4.30pm on 15 November 2020
- Option 3 - Four instalments
  - First instalment due no later than 4.30pm on 3 September 2020
  - Second instalment due no later than 4.30pm on 15 November 2020
  - Third instalment due no later than 4.30pm on 21 January 2021
  - Fourth instalment due no later than 4.30pm on 31 March 2021

There will not be a charge for administration or interest where ratepayers have elected to pay their rates by instalments. Council has reduced the penalty interest rate to 8% on charges that remain overdue after the due date. The penalty interest rate will not apply to ratepayers who apply for financial hardship and enter into a payment arrangement with Council as set out in the Financial Hardship Policy – COVID-19.

The Shire of Exmouth acts as a collection agent on behalf of the State Government in collecting Emergency Services Levy that is levied on rate payers. These rates are set by State Government, and a penalty rate of 8% has been set on overdue ESL amounts.

**2. Fees & Charges 2020/21**

The schedule of fees and charges for 2020/21 has remained largely unchanged from 2019/20 with Council resolving at the Special Council meeting held in April 2020 to not increase community fees and charges and review the commercial fees and charges as part of the 2020/21 budget setting.

**3. Capital Works & Borrowings 2020/21**

The Shire's planned capital works budget for 2020/21 is \$5.9million. These projects are funded through grants, reserves and general revenue as per the table below.

**Table 3: Capital Works 2020/21 by funding source**

<b>Capital Expenditure</b>	<b>Grants &amp; Contributions</b>	<b>Reserves</b>	<b>General Revenue</b>	<b>Total</b>
Land	-	325,000	-	325,000
Buildings - Specialised	1,066,000	192,000	560,000	1,818,000
Furniture & Equipment	-	10,000	50,000	60,000
Plant & Equipment	-	449,000	207,000	656,000
Infrastructure - Roads	1,036,000	460,000	242,000	1,738,000
Infrastructure - Other	514,000	624,000	165,000	1,303,000
<b>Total</b>	<b>2,616,000</b>	<b>2,060,000</b>	<b>1,224,000</b>	<b>5,900,000</b>

**Table 4: Capital Works 2020/21**

<b>Capital Expenditure</b>	<b>New/Upgrade</b>	<b>Renewal</b>	<b>Total</b>
Land	325,000		325,000
Buildings - Specialised	1,250,000	568,000	1,818,000
Furniture & Equipment	-	60,000	60,000
Plant & Equipment	-	656,000	656,000
Infrastructure - Roads	145,000	1,593,000	1,738,000
Infrastructure - Other	1,048,000	255,000	1,303,000
<b>Total</b>	<b>2,768,000</b>	<b>3,132,000</b>	<b>5,900,000</b>

Based on a reduction in revenue for 2020/21 as a result of the impact on COVID-19 has had over the last few months, it has had an impact on capital spend as well. The Shire of Exmouth has the ability to utilise its reserves to fund a large portion of these projects, and only \$1.2m of the total \$5.9m capital spend being funded from general revenue.

Council is not intending to borrow for any of its projects for the planned capital programme for 2020/21.

#### 4. Reserves 2020/21

The Shire intends to keep their existing reserves and transfer \$1m into reserves, which includes interest earned on investing these reserves. Council intends to utilise \$2.4m to fund projects in 2020/21 financial year. This will result in an estimated closing balance of \$7.6m at 30 June 2021.

The Land Acquisition & Disposal Reserve purpose needed to be slightly altered to be able to utilise the funding into development opportunities in town and not just land and buildings. The purpose of the reserve has been adjusted to:

- To be used to fund the acquisition and disposal of land and buildings, and provide contributions for land development within the Shire of Exmouth.

#### 5. Material Variance Reporting For 2020/21

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances. It is recommended that this be set at \$25,000 or 10%.

#### 6. Budget 2020/21

Council has taken the effects of COVID-19 into account when preparing the budget for 2020/21. The proposed budget has taken relief to the community and ratepayers into account, who might be dealing with financial strain as a result of COVID-19. While providing stimulus to community and ratepayers, it is more important than ever for Council to continue to be sustainable over the long term.

#### Rate Setting Statement by Nature and Type

	2020/21 Budget	2019/20 Est. Actual	2019/20 Budget
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2,642,432	3,716,619	3,040,153
	2,642,432	3,716,619	3,040,153
<b>Revenue from operating activities (excluding rates)</b>			
Specified area rates	48,000	48,140	47,081
Operating grants, subsidies and contributions	1,054,000	2,156,025	976,000
Fees and charges	6,585,000	5,922,923	7,165,610
Interest earnings	131,000	171,065	195,051
Other revenue	209,000	131,694	88,399
Profit on asset disposals	0	139,334	0
	8,027,000	8,569,181	8,472,141
<b>Expenditure from operating activities</b>			
Employee costs	(6,523,000)	(6,135,310)	(6,713,128)
Materials and contracts	(3,785,000)	(3,156,972)	(3,664,652)
Utility charges	(830,000)	(879,677)	(799,314)
Depreciation on non-current assets	(3,607,000)	(3,593,679)	(2,905,447)
Interest expenses	(66,000)	(123,077)	(81,595)
Insurance expenses	(430,000)	(424,499)	(462,594)

Other expenditure	(518,000)	(443,909)	(437,779)
Loss on asset disposals	0	(20,633)	(131,359)
	(15,759,000)	(14,777,756)	(15,196,455)
<b>Operating activities excluded from budgeted deficiency</b>			
Non-cash amounts excluded from operating activities	3,607,000	3,796,978	3,196,907
<b>Amount attributable to operating activities</b>	(1,482,568)	1,305,022	(487,254)
<b>INVESTING ACTIVITIES</b>			
Non-operating grants, subsidies and contributions	2,659,000	936,595	722,332
Purchase property, plant and equipment	(2,859,000)	(2,144,127)	(2,158,100)
Purchase and construction of infrastructure	(3,041,000)	(1,552,095)	(2,015,170)
Proceeds from disposal of assets	200,000	577,738	80,500
<b>Amount attributable to investing activities</b>	(3,041,000)	(2,181,889)	(3,370,438)
<b>FINANCING ACTIVITIES</b>			
Repayment of borrowings	(232,000)	(223,637)	(223,637)
Proceeds from self supporting loans	23,000	3,000	0
Transfers to cash backed reserves (restricted assets)	(1,027,000)	(1,042,229)	(587,049)
Transfers from cash backed reserves (restricted assets)	2,385,000	1,385,500	1,329,300
<b>Amount attributable to financing activities</b>	<b>1,149,000</b>	<b>122,634</b>	<b>518,614</b>
<b>Budgeted deficiency before general rates</b>	(3,374,568)	(754,233)	(3,339,078)
<b>Estimated amount to be raised from general rates</b>	3,422,000	3,396,665	3,387,225
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>47,432</b>	<b>2,642,432</b>	<b>48,147</b>

The proposed budget for 2020/21 has a surplus of \$47,432. The 2020/21 budget is financially prudent and has been built bearing in mind the adverse trends of the Council's asset ratios with funds being allocated to Shire reserves for the future preservation of Shire assets. Operational costs have been kept to a reasonable level in comparison to the 2019/20 budget and in fact across many of the portfolios there is a reduction in operating expenditure.

Revenue from operating activities has decreased from 2019/20 mainly due to the impact COVID-19 had on tourism and restrictions to travel to Learmonth Airport. A forecasted reduction in operations moving through the heliport is expected, when compared to the last 5 years. There has been no increase to the rate in the dollar, removed the revenue generate from admin and interest charges for entering into instalments and there has been no increase to community fees and charges. There is also a reduction to Operating Grants as a result of the early payment of Financial Assistance Grants, State Government generally doesn't give an indication on when Council's will receive this grant, which makes it hard to forecast as Council relies on this revenue to fund their services. This resulted in an overall decrease in operating revenue of \$445k for 2020/21 compared to the prior year.

Expenditure from operating activities has increased by \$563k compared to 2019/20. This mainly from an increase in depreciation, which is a non-cash expense representing the effects of Council's annual costs of capital assets. Employee costs increased by 1.9% as per the Workplace Agreement, however from a review on Council's operations and service levels there is an overall saving in employee costs.



## Capital Works and funding sources:

Description	Funding Source			Total
	Grants & Contr.	Reserves	General Revenue	
Installation and leasing of the 8 jetties on waterfront property Lot 72 (1) Marlin Terrace.	-	320,000	-	320,000
Multipurpose Bike Facility	300,000	-	50,000	350,000
Skate Park Extension	100,000	-	50,000	150,000
Recreation Centre Change Room Upgrade - stage 1 Recreation Centre refurbish	96,000	192,000	-	288,000
Kart Club Business Plan	22,000	11,000	-	33,000
Ningaloo Artist Festival mural and sculptural installations - Proposal	80,000	-	20,000	100,000
Community/Business Hub - Building Refurbishment	100,000	-	40,000	140,000
Dog agility relocation	12,000	-	15,000	27,000
Goal Posts - Talanjee & Koobooroo Ovals	-	-	15,000	15,000
Strategic Master Planning	-	-	90,000	90,000
Ningaloo Centre layout modifications	-	-	75,000	75,000
Skimmer Replacement	-	-	50,000	50,000
Footpath – Renewal	-	-	50,000	50,000
Footpath - New - Payne Street	-	-	45,000	45,000
Footpath - Murat Road	100,000	-	-	100,000
Yardie Creek Road seal edge repairs (30kms)	565,000	-	114,000	679,000
Murat Road widening and reseal	371,000	460,000	33,000	864,000
Property Renewal	-	-	65,000	65,000
Compressed Air Fire System	-	10,000	-	10,000
Plant Replacement	-	189,000	207,000	396,000
Septage Ponds	-	135,000	-	135,000
Tip shop	-	20,000	-	20,000
Recycling solutions	-	98,000	-	98,000
Waste site setup	-	30,000	-	30,000
Waste compactor	-	260,000	-	260,000
Container Deposit Scheme	-	5,000	-	5,000
Waste Site Survey	-	5,000	-	5,000
Relocation of Dog Pound	-	-	15,000	15,000
Purchase Lot 1416	-	325,000	-	325,000
Ningaloo Centre Solar Energy Project	870,000	-	290,000	1,160,000
<b>TOTAL</b>	<b>2,616,000</b>	<b>2,060,000</b>	<b>1,224,000</b>	<b>5,900,000</b>

**CONSULTATION**

Shire of Exmouth ratepayers  
Councillors  
Staff

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government Financial Management Regulations

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The budget outlines the financial plans for the Shire during 2020/21 and contains estimated revenue and expenditure which is monitored throughout the year with an estimated closing surplus of \$47,432.

**STRATEGIC IMPLICATIONS**

- Leadership: 4 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 12.4.1**

That Council RESOLVES to:

**1. Rates & Minimum Payments 2020/21**

- a. ADOPT the following differential general rates on rateable land within the Shire of Exmouth in accordance with Section 6.33 of the *Local Government Act 1995* the following schedule of differential rates:

Rate Category	Rate in the Dollar \$	Minimum payment \$
GRV General	0.0751	930
GRV Marina Developed	0.1013	930
GRV Holiday Homes	0.1041	930
GRV Vacant Land	0.1501	735
UV Mining	0.1599	230
UV Rural	0.0800	735

- b. ADOPT the following specified area rates on rateable land within the Shire of Exmouth in accordance with Section 6.33 of the *Local Government Act 1995* the following schedule of differential rates:

Rate Category	Rate in the Dollar \$	Minimum payment \$
GRV Marina Specified Area	0.01339	Nil

- c. ADOPT the following Payment Options:
- Option 1 - Single payment due no later than 4.30pm on 3 September 2020
  - Option 2 - Two equal instalments

- First Instalments due no later than 4.30pm on 3 September 2020
  - Second instalment due no later than 4.30pm on 15 November 2020
  - Option 3 - Four instalments
    - First instalment due no later than 4.30pm on 3 September 2020
    - Second instalment due no later than 4.30pm on 15 November 2020
    - Third instalment due no later than 4.30pm on 21 January 2021
    - Fourth instalment due no later than 4.30pm on 31 March 2021
  - Raise no administration charge per instalment where ratepayer has elected to pay rates by instalments.
  - Apply no additional interest charge where ratepayer has elected to pay rates by instalment.
  - Charge an interest rate of 8% on any outstanding rates and charges that remain overdue after the due date.
- d. NOTE that Council cannot charge penalty interest where a ratepayer is in financial hardship, and have entered into a payment arrangement with Council as set out in the Financial Hardship Policy – COVID-19.
- e. NOTE that the Emergency Services Levy (ESL) rates are set by the State Government and Council acts as a collection agent for the funds on behalf of the State Government. The interest rate set by the State Government for late payment of ESL by property owners is 8% per annum and will be charged 30 days after the due date.

## **2. Fees and Charges 2020/21**

- a. ADOPT the schedule of Fees and Charges for the Financial Year ending 30 June 2021.

## **3. Capital Works & Borrowings 2020/21**

- a. ADOPT the Capital Works Programme Budget for 2020/21.
- b. NOTE there is no new borrowings proposed in the 2020/21 budget.

## **4. Reserve 2020/21**

- a. ADOPT the Reserve purposes and movements as set out in the 2020/21 annual budget.
- b. ADOPT the Land Acquisition & Disposal Reserve purpose as: *To be used to fund the acquisition and disposal of land and buildings and provide contributions for land development within the Shire of Exmouth.*

## **5. Material Variance Reporting for 2020/21**

- a. ADOPT the 2020/21 reporting variance of greater than \$25,000 or 10%.

## **6. Budget 2020/21**

- a. ADOPT the 2020/21 Annual Budget for the Shire of Exmouth for year ending 30 June 2021.

## 12.4.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 JUNE 2020

File Reference:	FM.FL.0
Reporting Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	13 July 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Monthly Financial Report as at 30 June 2020.

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### PURPOSE

That Council accepts the financial report for the financial period ending 30 June 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 30 June, operating revenue is above target by \$635,927 (5.53%) due receiving partial transitional funds for the Visitor Centre and increased chartered flights.

Operating expenditure is under budget by \$1,300,473 (8.25%) due maintenance programmes, mainly related to pest control, sanitation, urban stormwater, marine infrastructure, Ningaloo Centre, aviation, roads and footpaths. Community programmes and events are under budget.

The capital program is currently under budget \$3,165,530. Yardie Creek Road works were completed in March. New reptile exhibits and disabled ramp have been installed in the Ningaloo Centre. Other projects that have been completed include upgrades to shire hall, irrigation sewerage ponds, vehicle replacement, staff housing, Bundegi toilets, maintenance of Old Administration Building and installation of lighting at Town beach. 2 canter trucks were received in May and are awaiting the delivery of the rubbish truck. Roadworks on Murat Road, Townsite road seal project, Learmonth Airport landside remodel and carpark reseal works were completed in May. Footpath and pedestrian crossovers were completed in June. Federation Park facility upgrades in progress. Projects to be carried forward to 2020/21 include relocation of dog pound, purchase of Lot 1416 and Ningaloo Centre solar panels.

Outstanding Rates are \$473,689. The Shire has collected 90.3% of total rates outstanding, which is below the same time last year (92.1%). As at 30 June 2020, Council had received Hardship Applications for 50 properties totalling for \$128,941.

General Debtors is \$542,051 with \$352,891 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

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## **OFFICER'S RECOMMENDATION**

**ITEM 12.4.2**

That Council RECEIVES the Financial Report for the financial period ending 30 June 2020.

### 12.4.3 LIST OF ACCOUNTS FOR PERIOD ENDING 30 JUNE 2020

File Reference:	FM.FI.0
Responsible Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	13 July 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Accounts for period ending 30 June 2020

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#### **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.

#### June Payments

Municipal Fund	totalling \$1,542,492.45 Incorporating cheques, direct debits, electronic payments and credit cards.
Trust Fund	totalling \$5,916.89 Incorporating electronic payments
Total Payments:	\$1,548,409.34

#### **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

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### **OFFICER'S RECOMMENDATION**

### **ITEM 12.4.3**

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 June 2020 (*totalling \$1,548,409.34*).

## 12. 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

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#### 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
25/06/2020	Airport Shuttle Bus Contract (Council Decision 14-1219)
	Offer of Sale – Lot 1416 on DP 209501 (Council Decision 14-1019)
30/06/2020	Loan Agreement – Exmouth Squash Club (Council Decision 04-0620)

#### Building Decisions Issued

A summary of the building permits and building certificate applications and approvals made under Delegation pursuant to the *Building Act 2011* up to 30 June 2020.

App #	Date Received	Lot	Property Address	Description	Decision	Decision Date
20/39	03/06/20	1	1 Truscott Crescent	New construction swimming pool pump shed	Approved	23/06/20
20/40	04/06/20	1	1 Truscott Crescent	New construction - water tank	Approved	15/06/20
20/41	08/06/20	181	23 Cobia Close	New construction - two storey single dwelling	Approved	22/06/20
20/42	16/06/20	1	1 Truscott Crescent	New construction sheds x 3	Approved	01/07/20
20/43	11/06/20	366	4 Corella Court	Fibreglass swimming Pool	Approved	23/06/20
20/44	16/06/20	440	18 Osprey Way	New construction single dwelling and fence	Approved	07/07/20
20/45	17/06/20	182	18 Snapper Loop	New construction outbuilding	Approved	24/06/20
20/46	19/06/20	1148	39 Welch Street	New construction steel framed shed	Approved	25/06/20
20/47	22/06/20	1	1 Truscott Crescent	New construction steel framed fencing	Approved	25/06/20
20/48	25/06/20	321	Minilya-Exmouth Road	Retaining walls and concrete stairs	Approved	03/07/20
20/49	30/06/20	768	19 Ingleton Street	New construction timber and steel frame garage	Approved	01/07/20



Planning Decisions Issued

A summary of the planning decisions issued under delegation or outstanding up to 30 June 2020.

App #	Date Received	Lot	Property Address	Description.	Decision	Decision Date
PA32/19	13/03/19		Scheme Amendment 1 to LPS4		Deferred	07/06/19
DA30/20	08/05/20	768	19 Ingleton Street	Carport	Approved	22/06/20
DA34/20	27/05/20		Murat Road	Signage on the Exmouth Cultural Arts Centre building	Deferred	19/06/20
DA35/20	03/06/20	500	1 Nimitz Street	Retrospective Development Approval - Outbuilding at site 219 Ningaloo Caravan and Holiday Resort	Approved	02/07/20
DA36/20	10/06/20	11	8 Huston Street	Partial Change of Use - Restaurant	Cancelled	30/06/20
DA37/20	09/06/20	342	26 Kestrel Place	Single House	Approved	07/07/20
DA38/20	12/06/20	901	7 Patterson Way	Amendment to PA84/19 - Motor vehicle, boat or caravan sales (ablution)	Approved	07/07/20
DA39/20	19/06/20	409	32 Madaffari Drive	New single house with incidental swimming pool	Approved	09/07/20

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

App #	Date Received	Description.	Decision	Permit issued
PE11	26/06/20	Protect Ningaloo stall at Kennedy Street side of Ross Street Mall – 1, 2, 4 July 2020	Issued	26/06/20

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**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 June 2020; and
- Planning Decisions Issued up to 30 June 2020.

- 13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS**
  - 15.1 RATES WRITE OFF**
- 16. CLOSURE OF MEETING**