

Shire of Exmouth

SPECIAL COUNCIL MEETING

MINUTES



23 April 2020

CONFIRMATION OF MINUTES

I hereby certify that the Minutes and Attachments of the Ordinary Council Meeting held on the 23 April 2020 are a true and accurate record of the proceedings contained therein.

.....


Matthew Niikkula
Shire President

.....

Dated

INDEX OF MINUTES

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE.....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
4.	PUBLIC QUESTIONS TIME	4
5.	DECLARATIONS OF INTEREST	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	4
8.	ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....	4
9.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	4
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
11.	MATTERS ARISING FROM COMMITTEES OF COUNCIL.....	4
12.	REPORTS OF OFFICERS	5
12.1.1	COVID 19 IMPACT AND RESPONSE.....	5
12.1.2	AMENDED COUNCIL POLICY: EMERGENCY OVERFLOW CAMPING GROUNDS POLICY 8.4	15
12.1.3	PROPOSED NEW COUNCIL POLICY: ADVERTISING SIGNAGE, TOWN CENTRE PUBLIC SPACE PERMIT, AND OUTDOOR EATING PERMIT POLICY.....	19
12.1.4	PROPOSED NEW COUNCIL POLICY: ITINERANT TRADING POLICY.....	23
12.1.5	YEAR TO DATE - PROGRESS REPORT ORGANISATIONAL KEY PERFORMANCE INDICATORS	27
12.1.6	FLOURISHING OCEANS – NINGALOO RESEARCH CENTRE SEAWATER SUPPLY	32
12.1.7	PROPOSED NEW COUNCIL POLICY: ELECTRONIC MEETINGS (COUNCIL AND COMMITTEE)	35
12.4.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2020	39
12.4.2	LIST OF ACCOUNTS FOR PERIOD ENDING 31 MARCH 2020	41
12.5.1	ITEMS FOR INFORMATION ONLY	43
13.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	46
14.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	47
14.1	SHIRE PRESIDENT COVID-19 RELIEF FUND COMMITTEE	47
15.	MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS.....	51
16.	CLOSURE OF MEETING	51

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 4.32pm.

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

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

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 Manger Commercial and Community
Mr G Coetzee	Executive Manager Corporate Services
Ms M Head	Minute Clerk

APOLOGIES Nil
LEAVE OF ABSENCE Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTIONS TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

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 26 March 2020 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION

ITEM 7

Res No: 01-0420

MOVED: Cr Lake

SECONDED: Cr Mounsey

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Exmouth held on the 26 March 2020 be confirmed as a true and correct record of proceedings.
CARRIED 6/0

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor Lake wished to commend the Chief Executive Officer, Executive Managers and Shire staff for taking part in the organisation of their employment situation during this difficult time, enabling business to continue at the Shire.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil

12. REPORTS OF OFFICERS

EXECUTIVE SERVICES

12.1.1 COVID 19 IMPACT AND RESPONSE

File Reference:	PH.NO.3
Reporting Officer:	Executive Manager Corporate Services
Responsible Officer:	Chief Executive Officer
Date of Report:	15 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. New Council Policy (Financial Hardship Policy-COVID-19) 2. New Delegations (Agreement as to Payment of Rates and Service Charges) 3. New Delegation (Recovery of Rates or Service Charges) 4. Budget Review 2 (April to June 2020) 5. CONFIDENTIAL - Financial Assessment 6. CONFIDENTIAL - Hardship Applications

PURPOSE

That Council acknowledge that the effects of COVID-19 will have a significant and lasting financial impact on the Shire of Exmouth and to consider recommendations in respect to the Shire's response to COVID-19.

BACKGROUND

On 15 March 2020, the Minister for Emergency Services and the State Government declared a State of Emergency under the Emergency Management Act and a Public Health Emergency under the *Public Health Act 2016* in response to COVID-19.

COMMENT

The Shire of Exmouth has a responsibility to provide services to the community; to be financially responsible and to provide leadership during the COVID-19 crisis. Leadership will be measured by the Shires response to the crisis and its response during the recovery phase.

Reducing the financial impact on its rate payers and community during the crisis and stimulating the local economy during the recovery phase post COVID-19 is a responsibility of the Shire. This report details the impacts of COVID-19 on the Shires financials up to 30 June 2020 and makes recommendations to address these impacts both in this financial year and through the setting of fees and charges and rates for the 2020/21 financial year.

This report will outline the impact and response and seek Council support for the following:

1. Adoption of a COVID-19 Financial Hardship Policy
2. Adoption of delegations to enable the CEO to make an agreement with persons for the payment and recovery of rates and service charges.
3. Financial response as per the Minister for local governments request of all local governments for the 2020/21 financial year
4. Presenting a revised financial forecast as at 30 June 2020 with recommendations to address the revised forecast including recommendations for rent relief to Council lease holders.

1. Financial Hardship Policy COVID-19

The Financial Hardship Policy is based on recommendations from Western Australian Local Government Association (WALGA). The purpose of the Policy is to give effect to Council's commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic. The Shire of Exmouth recognises that these challenges will result in financial hardship for our ratepayers and debtors.

It is intended to ensure that the Shire of Exmouth offer fair, equitable, consistent and dignified support to ratepayers and debtors suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

The purpose of this policy is to provide temporary financial relief to businesses and individuals who are under financial stress and experiencing difficulty in paying rates, fees and charges because of the economic impact of the COVID-19 pandemic.

Rates are one of the main revenue streams for Council which it uses to provide services to the community. It is important to note that in times of crises Council still requires cashflow to deliver critical services to the community.

The Shire of Exmouth residents and businesses are very reliant on tourists visiting the area during peak season. The fact that travel restrictions have been put in place to try and flatten the spread of COVID-19 has made some businesses vulnerable and unable to meet the cashflow requirements.

This policy addresses those vulnerabilities by providing an avenue to avoid debt collection, and by entering into a payment arrangement that is acceptable by the rate payer and Council. The responsibility remains with the ratepayer to inform Council of any change in circumstance that jeopardises the agreed payment schedule.

The policy identifies that a flexible approach to a range of circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family.

This new Policy aligns with the current Debt Recovery Policy – 2.10.

The Officers recommendation is to modify the WALGA COVID-19 Financial Hardship Policy to:

1. not incur an interest charge for as long as payments are made in accordance with the agreed payment plan; and
2. all applications be reviewed and approved by the Chief Executive Officer.

2. New Delegations

To be able to comply with the Financial Hardship Policy - COVID-19 the following delegations are required to provide staff the ability to effectively manage the requirements of the policy:

- Delegation CS008 – Agreement as to Payment of Rates and Service Charges (Attachment 2); and
- Delegation CS009 – Recovery of Rates or Service Charges (Attachment 3).

This enables staff to enter into payment arrangements that comply with the *Local Government Act 1995*, Council Policy 2.10-Debt Recovery Policy and 2.18- Financial Hardship Policy – COVID-19.

3. Financial Response

The Minister for Local Government has requested all local governments consider a range of rate and fee relief options to assist in the recovery phase post COVID-19. To this end the Officer has recommended the following financial responses be endorsed by Council:

- That Council does not increase any rates in the dollar for the 2020/21 financial year;
- That Council does not increase community fees and charges in the 2020/21 financial year but review the commercial fees and charges with the 2020/21 budget setting;
- That Council decreases its administration fee to be paid when paying by instalment from the current \$14.50 for paying by two instalments and \$43.50 for paying by four instalments and the 5.5% interest charge to \$0.00 for paying by instalment and 0% interest charge, for the 2020/21 financial year; and
- That Council establish a Shire President COVID-19 Relief Fund to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund immediately.

The Officers recommendation is that a committee of Council with delegated authority be established to determine the terms and conditions of funding. The committee will consist of three Elected Members and be chaired by the Shire President and consist of the Deputy Shire President and one other member to be determined.

4. 2019/20 Revised Budget Review

Below is a summary of the expected impact COVID-19 has had on Council's financial position. These adjustments are being put to Council for consideration and adoption.

Statement of Financial Activity for the period ended 31 March 2020

	Adopted Budget	Current Budget (Mid-Year)	Revised Budget	Budget Adjustment
	\$	\$		\$
Opening Funding Surplus / (Deficit)	3,040,153	3,716,619	3,716,619	0
Revenue from operating activities	11,859,366	13,046,266	11,498,725	(1,547,541)
Expenditure from operating activities	(15,196,455)	(15,755,633)	(15,755,633)	0
Non-cash amounts excluded from operating activities (depreciation, profit/loss on disposal of assets)	3,196,907	3,718,806	3,718,806	0
Amount attributable to operating activities	(140,182)	1,009,439	(538,102)	(1,547,541)
Investing activities				
Non-operating grants, subsidies and contributions	722,332	1,417,832	1,997,832	580,000
Proceeds from disposal of assets	80,500	307,500	307,500	0
Payments for property, plant and equipment	(4,173,270)	(5,259,270)	(5,701,770)	(442,500)
Amount attributable to investing activities	(3,370,438)	(3,533,938)	(3,396,438)	137,500
Financing Activities				
Transfer from reserves	1,329,300	1,803,500	1,803,500	0
Payments for community loans	0	23,000	23,000	0
Repayment of debentures	(223,637)	(223,637)	(223,637)	0
Transfer to reserves	(587,049)	(1,437,335)	(142,049)	1,295,286
Amount attributable to financing activities	518,614	165,528	1,460,814	1,295,286
Closing Funding Surplus / (Deficit)	48,147	1,357,648	1,242,893	(114,755)

Revenue from Operating Activities - Rates

Currently rates outstanding is \$679k. This is 87% collected. It is being estimated that because of the hardship situation currently in the economic environment that there will be an influx of hardship applications. Council is expecting to collect another 33% of the overdue instalments before 30 June, which leaves \$622k outstanding at 30 June. This is a collection rate of 88%, which is 4% lower than the previous financial year. This means that rates debtors will increase by \$293k compared to last year.

There are 35 hardship affected properties identified so far, 10 application forms have been returned, which is \$78k of the rates outstanding. As per the Financial Hardship Policy – COVID-19 the next step is to communicate with rate payers with accounts in arrears, to advise them of the terms of the policy and encourage them to apply for hardship consideration.

Revenue from Operating Activities - Fees and Charges

Fees and Charges makes up 60% of the operational revenue that Council collects during a financial year. When there is an economic impact on operations Council is vulnerable to those fluctuations. COVID-19's biggest financial impact at this stage has been on Councils fees and charges which is expected to reduce from budget by \$1.5m.

Learmonth Airport is expecting a 90% to 95% drop in commercial flights which would total a reduction in budgeted revenue of \$909k. The Heliport is expecting a reduction in operations of 75%

or a loss of \$74k in revenue. Other minor impacts are expected to reduce aviation revenue by another \$18k. This totals an expected loss of revenue of \$1m.

Sanitation is expecting a 50% reduction to commercial collections, this is mainly from Caravan Parks. This is expected to be around \$77k reduced income.

The Ningaloo Centre has closed its doors and are not expected to open before 30 June 2020. Based on that it is expected that there will be no more revenue expected this financial year. Exhibition revenue, merchandise sales, advertising and commissions are expected to come in \$391k under budget.

Another \$7k reduction is also expected in Sporting facilities hire fees and charges.

There has been a number of hardship applications received from commercial operators that have leases with Council (CONFIDENTIAL Attachments 5 and 6).

Total impact of taking the fees and charges assessments into account is reducing Council's fees and charges revenue by \$1,547,541.

Expenditure from Operating Activities

Operating expenditure remains unchanged, including employee costs as Council is committed to retaining staff on their contractual requirements until 30 June. The intention is to reduce Council's leave liability and redeploy existing staff whose departments have been affected by COVID-19. Council's operational projects and maintenance schedules are continuing and are expected to remain on budget.

Payments for Property, Plant and Equipment - Capital

Council has reviewed its projects in an attempt to redeploy Council staff and to find projects that could be sourced from local business. As a result of this assessment the following recommendations is made.

Description	Current Budget	Budget Adjustment	Revised Budget
1. Ningaloo Centre Solar Panel Installation	580,000	580,000	1,160,000
2. NADC Aquarium Exhibits	181,500	(94,500)	87,000
3. NVC Retail Fit out	0	40,000	40,000
4. Federation Park Upgrade	60,000	97,000	157,000
5. Digital Screen	40,000	(40,000)	0
6. Learmonth Airport – Reseal Carpark	160,000	(110,000)	50,000
7. Aerodrome Fencing	30,000	(30,000)	0

1. Solar panel installation project to increase to \$1,160,000 as a result of Minderoo funding a portion of it. Increase is \$580k, which is fully funded by Minderoo.
2. NADC Aquarium exhibits all on hold, except for the fairy queen \$5k and the green screen \$10k. The terrestrial gallery has been completed. This results in a decrease of \$94,500 for this project.
3. Add an island retail kiosk in the Ningaloo Visitor Centre which is expected at \$40k.
4. Increase the Federation Park upgrades by \$97k. The works will include a toilet upgrade, stage upgrade, footpaths at Payne and Federation Park (including light footings), carpark extension and power upgrades.
5. Digital screen is put on hold resulting in a decrease of \$40k.
6. Resealing the airport carpark reduction of \$110k, as the quotes came in under budget.
7. Aerodrome fencing on hold, decreasing the budget by \$30k.

The effect of these changes results in an increase to capital projects of \$442,500, and an increase to grants of \$580,000. This results in a nett saving of \$137,500.

Financing Activities - Reserves

As a result of the financial impact discussed above there is a strain on cash flow, which requires some adjustments to reserve movements to release funds in unrestricted cash balance. This means that there will not be any reserves transferred to the reserve funds as previously budgeted other than interest earned on those term deposits.

Remove the transfers to reserves previously budgeted:

Building Infrastructure Reserve	\$250,000
Community Development Fund Reserve	\$200,000
Ningaloo Centre Reserve	\$80,000
Plant Reserve	\$390,000
Roads Reserve	\$100,000
Swimming Pool Reserve	\$250,000
Tourism Development Fund Reserve	\$50,000
	\$1,320,000

Community Support

Council acknowledges that the effects of COVID-19 will have a significant and lasting financial impact on the Shire of Exmouth and Council may consider future financial relief measures available to it during its 2020/21 Annual Budget deliberations.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995:

- Section 6.12 Power to defer, grant discounts, waive or write off debts
- Section 6.32 Rates and service charges
- Section 6.36 Local Government to give notice of certain rates
- Section 6.49 Agreement as to payment of rates and service charges
- Section 6.55 Rates or service charges recovery
- Section 6.56 Rates or service charges recoverable in court

Local Government Financial Management Regulations

POLICY IMPLICATIONS

New Financial Hardship Policy-COVID-19

FINANCIAL IMPLICATIONS

As discussed in the body of the report.

RISK MANAGEMENT

There are no adverse risk implications envisaged from this report.

STRATEGIC IMPLICATIONS

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

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

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

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

- 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
- 3.2 Promote facilities/services that enhance public health and safety.
- 3.3 Champion self-supporting community clubs and associations.

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 RECOMMENDATIONS**ITEM 12.1.1****OFFICER'S RECOMMENDATION 1**

That Council APPROVE the proposed Financial Hardship Policy – COVID-19 as per Attachment 1.

OFFICER'S RECOMMENDATION 2

That Council APPROVE the following delegations:

1. CS008 Agreement as to Payment of Rates and Service Charges (Attachment 2); and
2. CS009 Recovery of Rates or Service Charges (Attachment 3).

OFFICER'S RECOMMENDATION 3

That Council APPROVES not to increase the rate in the dollar for the 2020/21 financial year.

OFFICER'S RECOMMENDATION 4

That Council APPROVES not to increase community fees and charges in the 2020/21 financial year, and review the commercial fees and charges as part of the 2020/21 budget setting.

OFFICER'S RECOMMENDATION 5

That Council APPROVES to decrease its administration fee to be paid when paying by instalment from the current \$14.50 for paying by two instalments and \$43.50 for paying by four instalments and the 5.5% interest charge to \$0.00 for paying by instalment and 0% interest charge, for the 2020/21 financial year.

OFFICER'S RECOMMENDATION 6

That Council APPROVE:

1. The establishment of a Shire President COVID-19 Relief Fund to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund. The purpose of this fund is to provide financial support to the community who are severely financially affected by COVID-19.
2. The establishment of a COVID-19 Committee of Council with delegated authority to determine distribution of the Shire President COVID-19 Relief Fund.

OFFICER'S RECOMMENDATION 7

That Council APPROVE:

1. The 2019/20 Revised Budget Review (Attachment 4) that encompasses the effect that COVID-19 had on Council's financial position.
2. The \$72,541 commercial lease relief to the nominated lease holders in the CONFIDENTIAL Attachment 5.

OFFICER'S RECOMMENDATION 8

That Council NOT APPROVE fee relief to any publicly listed company or government agency at this present time.

OFFICER'S RECOMMENDATION 9

That Council CONSIDER future relief and recovery measures during its 2020/2021 Annual Budget deliberations.

OFFICER'S RECOMMENDATION 10

That Council ENDORSES the Chief Executive Officers' current approach that retains permanent staff on contractual entitlements via redeployment and the continuation in the reduction of leave liabilities until 30 June.

COUNCIL RESOLUTION

ITEM 12.1.1

Res No: 02-0420

MOVED: Cr Dixon

SECONDED: Cr McCarrol

The Shire President reiterated to Councillors the Officers recommendation includes all points 1 through to 10.

OFFICER'S RECOMMENDATION 1

That Council APPROVE the proposed Financial Hardship Policy – COVID-19 as per Attachment 1.

OFFICER'S RECOMMENDATION 2

That Council APPROVE the following delegations:

- 1. CS008 Agreement as to Payment of Rates and Service Charges (Attachment 2); and**
- 2. CS009 Recovery of Rates or Service Charges (Attachment 3).**

OFFICER'S RECOMMENDATION 3

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OFFICER'S RECOMMENDATION 6

That Council APPROVE:

- 1. The establishment of a Shire President COVID-19 Relief Fund to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund. The purpose of this fund is to provide financial support to the community who are severely financially affected by COVID-19.**
- 2. The establishment of a COVID-19 Committee of Council with delegated authority to determine distribution of the Shire President COVID-19 Relief Fund.**

OFFICER'S RECOMMENDATION 7

That Council APPROVE:

1. **The 2019/20 Revised Budget Review (Attachment 4) that encompasses the effect that COVID-19 had on Council’s financial position.**
2. **The \$72,541 commercial lease relief to the nominated lease holders in the CONFIDENTIAL Attachment 5.**

OFFICER’S RECOMMENDATION 8

That Council NOT APPROVE fee relief to any publicly listed company or government agency at this present time.

OFFICER’S RECOMMENDATION 9

That Council CONSIDER future relief and recovery measures during its 2020/2021 Annual Budget deliberations.

OFFICER’S RECOMMENDATION 10

That Council ENDORSES the Chief Executive Officers’ current approach that retains permanent staff on contractual entitlements via redeployment and the continuation in the reduction of leave liabilities until 30 June.

CARRIED by ABSOLUTE MAJORITY 6/0

12.1.2 AMENDED COUNCIL POLICY: EMERGENCY OVERFLOW CAMPING GROUNDS POLICY 8.4

File Reference:	CM.PO 9
Reporting Officer:	Executive Manager Commercial and Community
Responsible Officer:	Chief Executive Officer
Date of Report:	14 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Policy 8.4 Emergency Overflow Camping Grounds

PURPOSE

This report recommends Council adopt revised Policy 8.4 Emergency Overflow Camping Grounds (the Policy) as detailed in Attachment 1 to this report.

BACKGROUND

The objectives of the Shire of Exmouth Council's Policy Manual are:

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

Council Policy 8.4 Emergency Overflow Camping Grounds, was originally adopted by Council at the November 2012 Ordinary Council Meeting (OCM) and further reviewed and endorsed at the November 2018 OCM.

The purpose of the Emergency Overflow Camping Grounds policy is to provide overflow facilities within the Shire that will accommodate additional numbers of camping tourists when permanent caravan parks and camping grounds facilities within the Shire are operating at or near capacity.

Since the last review in late 2018 the Exmouth destination has experienced strong growth in visitation. This was evidenced during the peak visitor period of the 2019 season when the four licensed caravan park operators within the Shire were required to activate their respective overflow sites during April and July school holiday periods. Once full, the Shire managed overflow facilities were also then opened for an unprecedented period between 17 to 29 April and 4 to 25 July 2019.

The increased demand for this type of short term visitor accommodation and the proposed redevelopment plans of current licenced caravan park operators has triggered this review of the current policy.

COMMENT

Policy 8.4 Emergency Overflow Camping Grounds has been reviewed and updated to provide greater flexibility and effectiveness for the Shire to respond to potential gaps between supply and demand of caravan and campsites during peak seasonal visitor periods and for major events.

The major changes recommended under the new policy are detailed in the below table:

Issue	Current Policy	Proposed
Trigger for commencement of Shire managed overflow sites	When there a no vacancies available at all existing caravan parks within the Shire of Exmouth	When there are no vacancies available at existing caravan parks within the Exmouth townsite, with the townsite boundaries defined in the policy.
Permitted length of booking at overflow locations	Campers are permitted to book for up to 3 consecutive days only if it is believed that there are no available spaces in caravan parks during the 3-day period.	Campers are permitted to book for up to 7 consecutive days if it is believed that there are no available spaces for the required length of stay in the caravan parks during the 7-day period.
Permitted length of maximum stay at overflow locations	The maximum stay permitted is 3 consecutive days.	The maximum stay permitted is 14 consecutive days.
Locations	Designated locations east of Koobooroo Oval, Exmouth Golf Club, Niblett Park.	Overflow sites are to be identified for use and occupancy levels determined as approved by the Chief Executive Officer.
Management of overflow	Shire rangers and camp host	Shire Ningaloo Visitor Centre team, ranger support, camp hosts

The recommendation to reduce the trigger event to commence Shire managed overflow sites from full occupancy of licensed caravan parks within the Shire boundary (currently number 4) to only those within the Exmouth townsite (currently number 2) is to ensure visitors are allowed greater flexibility if preferring to camp within the Exmouth township. Under the current approach visitors wanting to overnight at overflow sites within the township are not permitted whilst vacancies remain at licensed caravan parks located outside the town site boundary. Under this scenario visitors are required to travel up to 32 kilometres from the Exmouth townsite which may not meet visitor needs or expectations.

The proposed increase to length of booking and maximum stay are also designed to maximise the enjoyment and overall experience of the visitor. Under the current approach visitors using overflow sites are limited to a maximum of 3 consecutive nights and required to continually check the availability of licensed caravan parks with the possibility of having to relocate at short notice if sites become available. The recommended approach is to increase these levels to allow bookings to be made up to 7 consecutive days and a maximum stay of up to 14 consecutive days. This approach will improve the overall visitor experience and reduce work load to the visitor centre team's management of these facilities in periods of already high visitation.

Increasing the options for caravan and camping visitors in controlled and well managed locations within the Exmouth townsite will also work to reduce the potential for illegal camping. A consistent and well planned communication plan will inform all visitors that camping outside of licensed campgrounds and designated overflow locations is not permitted and that a sufficient supply of paid options are available.

CONSULTATION

The four licensed caravan parks operating within the Shire local government area were invited to provide feedback on the proposed new policy. Copies of the draft policy and letters inviting comment from affected parties were distributed on 25 February 2020. Summary of feedback received as detailed in below table 1.

Table 1 – Feedback from affected parties

Organisation	Feedback received	Shire response
RAC Exmouth Cape Holiday Park	Shire overflow sites should offer price parity within +/- 10% to the rates offered by the 2 commercial caravan park operators located within the townsite.	Shire officers agreed with this feedback. Price parity within +/- 10% of the 2 townsite operators has been included in the draft policy.

No other submissions were received as at the closing date of 13 March 2020.

STATUTORY ENVIRONMENT

The legislative base for the overflow facilities will be in accordance with the Caravan Parks and Camping Grounds Act and Regulations.

POLICY IMPLICATIONS

If Council approve the officer recommendation then Policy 8.4 of the Shire of Exmouth Council Policy Manual will be amended.

FINANCIAL IMPLICATIONS

Nil

ALTERNATE OPTIONS

Council may support retaining some or all of the current policy rather than adopting the policy as presented via the officer recommendation.

Some elements of the current policy that may be retained include;

- The trigger event for commencement of Shire managed overflow sites to occur only when there are no vacancies available at all existing caravan parks within the Shire of Exmouth rather than the recommended Exmouth townsite, and/or;
- The maximum length of booking and stay for Shire managed overflow sites remain at 3 consecutive days or at a level determined by Council other than the recommended 7 and 14 days.

STRATEGIC IMPLICATIONS

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

- Economic: Diversify and grow our economy in a manner that provides year round employment opportunities
 - 1.2 Facilitate the strengthening and growth of our visitor experience.
 - 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.

- 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

- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
 - 3.2 Promote facilities/services that enhance public health and safety.

- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
 - 4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

ITEM 12.1.2

That Council ADOPT amended Council policy 8.4 Emergency Overflow Camping Grounds as detailed in Attachment 1 to this report.

COUNCIL RESOLUTION

ITEM 12.1.2

- Res No:** 03-0420

- MOVED:** Cr Lucas
- SECONDED:** Cr Mounsey

That Council ADOPT amended Council policy 8.4 Emergency Overflow Camping Grounds as detailed in Attachment 1 to this report.

CARRIED 6/0

The following recommendations were moved en bloc 12.1.3 and 12.1.4.

12.1.3 PROPOSED NEW COUNCIL POLICY: ADVERTISING SIGNAGE, TOWN CENTRE PUBLIC SPACE PERMIT, AND OUTDOOR EATING PERMIT POLICY

File Reference:	CM.PO 9
Reporting Officer:	Executive Manager Commercial and Community
Responsible Officer:	Chief Executive Officer
Date of Report:	14 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Proposed new Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit Policy 2. Advertising Signage Guidelines 3. Town Centre Public Space Permit Guidelines 4. Outdoor Eating Permits Guidelines 5. Temporary Banner Display Guidelines

PURPOSE

This report recommends Council APPROVE the advertising for public comment of proposed new Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit Policy (the Policy) and related guidelines as detailed in Attachments to this report.

BACKGROUND

The objectives of the Shire of Exmouth Council's Policy Manual are:

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

The Policy is new and if approved will replace existing policy 6.8 Signs.

The purpose of the Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit Policy is to encourage local businesses to partner with the Shire to improve and maintain the presentation of Exmouth as the State's premier tourism town.

In addition to Shire efforts to enhance the visual amenity of the town the proposed policy actively invites local businesses to create improved retail and hospitality vibrancy through this business-friendly advertising signage and trading permits policy.

The policy sets out the matters the local government will consider when assessing applications for advertising signs, town centre public space and outdoor eating space permits. The policy details what is permitted in various locations and approvals required for each application. It has been prepared to support and be read in conjunction with Clause 4.31 of the Shire of Exmouth Local Planning Scheme No.4 (The Scheme). For advertising signage requests the Scheme requires the submission of an application for Development Approval only for non-exempt advertisements. Local businesses are required to submit applications for the Town Centre Public Space and Outdoor Eating permits.

The Policy objectives are:

1. To assist local businesses, create vibrancy, enhance amenity and maximize business opportunities whilst reinforce the positioning of Exmouth as a unique visitor destination.
2. To ensure that the display of advertising signs on properties complements the surrounding area without impacting on public safety and access.
3. To encourage local food businesses to create and manage quality outdoor dining areas without impacting on public safety or access.
4. To ensure consistent policy and clearly set out the requirements of the Shire of Exmouth for applicants making an application for advertising signage, use of town centre public space and outdoor eating areas.
5. To guide the design, materials and siting of advertising structures and signs in the local government area.
6. To provide improved opportunities and clear guidelines for local community and sporting groups to advertise events and activities.
7. To decrease bureaucratic procedures, restrictions and constraints, as well as legal and jargonistic guidelines.

COMMENT

The Policy addresses three core areas of advertising signage, use of town centre public space and outdoor eating permits and have been combined to provide local Exmouth businesses with a simpler approach to promoting business opportunities and achieving greater commercial vibrancy.

Each of the three focus areas have more detailed guidelines that clearly outline what is permitted, the procedures and approval processes required. These guidelines are included in report attachments.

This report seeks Council approval to advertise the draft policy and respective guidelines for local business and community members to review and provide comment. Once feedback is received and reviewed, Shire officers will seek Council further review and adoption of the proposed policy.

Other signage such as blue and white stack signs have not been included in this review and will be addressed under a separate Council directional and wayfinding policy.

CONSULTATION

The Shire of Exmouth commenced this review of the current Signage Policy in August 2019 and has included 3 officer briefings to Council (10 August, 7 November 2019, and 13 February 2020) and

significant local business consultation. This has included conducting a “Signage Review Community Workshop” on 23 September with 30 local business operators attending, 11 of these then forming a local business reference group and a second more detailed workshop conducted on 10 October.

This local business consultation and feedback has guided the development of this new policy with a strong focus upon reinforcing the positioning of Exmouth as a tourism town and supporting the industry collaboration principles of successful tourism destination development.

As per the officer recommendation the policy will now be advertised for comment for a period of 21 days. Once feedback is received this will then be reviewed and included in a final report to Council seeking adoption of the final policy.

STATUTORY ENVIRONMENT

In the *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of Exmouth Local Planning Scheme No. 4, both new and amendments to Local Planning Policies require public advertising for a 21day minimum.

Other related legislation and statutes include;

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
- Building Regulations 2012

POLICY IMPLICATIONS

Council will be asked to review and approve the new policy once public advertising period has been undertaken and reviewed.

FINANCIAL IMPLICATIONS

Nil

ALTERNATE OPTIONS

1. Council may support retaining some or all of the current signage policy rather than adopting the new combined policy as presented via the officer recommendation.
2. Council may prefer to separate the three core focus areas into separate policies namely, 1. Advertising Signage, 2. Town Centre Public Space Permits, and 3. Outdoor Eating Permits.

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.

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

- 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
- 3.2 Promote facilities/services that enhance public health and safety.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.3

That Council APPROVE the public advertising of proposed new "Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit" policy and guidelines as detailed in Attachments 1 -4 to this report.

COUNCIL RESOLUTION

ITEM 12.1.3

Res No: 04-0420

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council APPROVE the public advertising of proposed new "Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit" policy and guidelines as detailed in Attachments 1 - 4 to this report.

CARRIED 6/0

12.1.4 PROPOSED NEW COUNCIL POLICY: ITINERANT TRADING POLICY

File Reference:	CM.PO 9
Reporting Officer:	Executive Manager Commercial and Community
Responsible Officer:	Chief Executive Officer
Date of Report:	14 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Proposed New Itinerant Trading Policy

PURPOSE

This report recommends Council APPROVE the advertising for public comment of proposed new Itinerant Trading policy as detailed in Attachment 1 to this report.

BACKGROUND

The objectives of the Shire of Exmouth Council's Policy Manual are:

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

The Policy is new and will provide guidance in the management of requests to undertake itinerant trading within the Shire of Exmouth.

The Shire of Exmouth encourages improved retail and hospitality vibrancy that reinforces the positioning of Exmouth as the State's premier tourism town.

The Shire values its local business community and recognises that there are business opportunities that can occur on a temporary basis. It is recognised that Itinerant Traders can:

- Contribute to the vitality of the town,
- Provide a safe, efficient and accessible food service at peak times to service increased customer demand beyond the supply capabilities and/or outside operating hours of permanent food outlets,
- Provide products and services on a temporary basis not currently on offer,
- Provide an opportunity for seasonal products to be provided, and
- Activate a particular location or precinct that meets the objectives of the local government.

The objectives of this policy are:

1. To facilitate the opportunities for itinerant traders that adds to the public enjoyment and use of the local government area, while not reducing safety or access to public land;
2. To ensure existing local businesses are not significantly disadvantaged through the approving of itinerant traders;
3. To provide a consistent and coordinated process for the assessment of applications for itinerant traders within the municipality.

COMMENT

The Shire currently receives requests for temporary trading ranging from 1 day up to multiple years. In the absence of a dedicated itinerant trading policy there has been no clear direction on what is supported by the Council, local businesses and local community.

The only current guiding legislation within the Shire of Exmouth is the "Activities on Thoroughfares and Trading on Public Places Local Law" 6.8 (2)(a) "*Conduct of stallholders and traders*" that states;

*"A stallholder or trader shall not;
Attempt to conduct a business within a distance of 300m of any shop or permanent place of business and has for sale any goods or services of the kind being offered for sale by the stallholder or trader."*

The proposed policy provides greater clarity on the interpretation of this clause. The new policy defines "*of the kind being offered*" to mean selling predominantly similar products. For clarity, types of food e.g. pizza, hamburgers, fish and chips are not considered similar products. An itinerant trader may also sell similar products within the 300m radius of the temporary location if doing so outside the normal operating hours of the permanent competing business and/or it is in association with an approved event.

The policy clearly outlines all other conditions that need to be met prior to the issuing of all required trading permits.

Special consideration is also made for those mobile food van operators residing predominantly within the Shire of Exmouth and seeking more permanent tenure arrangements to trade on Shire managed public spaces. For those itinerant traders seeking approvals greater than 12 months a licence approach is required and subject to *Policy 2.4 Leases and Licences* however will also require review and subject to Council approval.

CONSULTATION

As per the officer recommendation the policy will now be advertised for comment for a period of 21 days. Once feedback is received this will then be reviewed and included in a final report to Council seeking adoption of the final policy.

STATUTORY ENVIRONMENT

In the *Planning and Development (Local Planning Schemes) Regulations 2015* and Shire of Exmouth Local Planning Scheme No.4, both new and amendments to Local Planning Policies require public advertising for a 21-day minimum.

Other related legislation and statutes include Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

POLICY IMPLICATIONS

Council will be asked to review and approve the new policy once public advertising period has been undertaken and reviewed.

FINANCIAL IMPLICATIONS

Nil

ALTERNATE OPTIONS

Council may reduce or increase “approved locations” as detailed in the draft policy.

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.
- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
 - 3.2 Promote facilities/services that enhance public health and safety.
- Leadership: To provide open transparent, accountable leadership working in collaboration with our community.
- 4.1 To provide proactive, collaborative and transparent leadership
 - 4.2 A local government that is respected and accountable.
 - 4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.4

That Council APPROVE the public advertising of proposed new “Itinerant Trading” policy as detailed in Attachment 1 to this report.

COUNCIL RESOLUTION

ITEM 12.1.4

Res No: 05-0420

MOVED: Cr Niikkula

SECONDED: Cr Mounsey

That Council APPROVE the public advertising of proposed new “Itinerant Trading” policy as detailed in Attachment 1 to this report.

CARRIED 6/0

12.1.5 YEAR TO DATE - PROGRESS REPORT ORGANISATIONAL KEY PERFORMANCE INDICATORS

File Reference:	CM.PL.1
Responsible Officer:	Chief Executive Officer
Reporting Officer:	As above
Date of Report:	25 th March2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Progress Report Corporate Business Plan 2019/20 2. CONFIDENTIAL Progress Report Corporate Plans 2019/20

PURPOSE

That Council receives the year to date progress reports for the:

- 2019/20 Corporate Business Plan;
- 2019/20 CEO Key Performance Indicators; and
- 2019/20 Departmental Business Plans.

BACKGROUND

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

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

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

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

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

COMMENT

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

The purpose of the final report is to:

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

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

Table 1 provides a summary progress report of the Corporate Business Plan actions.

There has been an increase in the interventions of actions from four at the mid-year review period to seven. The increase of three is directly related to the COVID 19 pandemic and this is explained in the confidential attachment 2.

Table 1 - Corporate Business Plan Progress Report

Objective	Actions	Status - Complete	Status -On track	Status - Monitor	Status - Intervene
Economic	20	2	16	2	0
Environmental	11	1	8	1	1
Social	12	3	3	3	3
Leadership	6	0	3	0	3
Total	49	6	30	6	7

Table 2 - Progress report against the CEO Key Performance Indicators as at the March period

KPI 1 Corporate Business Plan	1.1 Progress the achievement of the 2019-20 Corporate Business Plan targets and provide updates to Council in: <ul style="list-style-type: none"> • December 2019 • March 2020 • June 2020 	30 June 2020	On Track
KPI 2 Annual Departmental Plans	2.1 Progress the achievement of the 2019-20 Annual Departmental Plan targets and provide updates to Council in December March and June (annually).	30 June 2020	On Track
KPI 3 Local Laws Review	3.1 Convene a Council workshop to develop a program and priorities for the review of the Shire's Local Laws.	March 2020	Complete
KPI 4 Signage Policy	4.1 Engage with the small business community (including the Exmouth Chamber of Commerce) to obtain feedback on Council's review of the Shire's signage policy. 4.2 Report to Council with the revised signage policy.	November 2019 Feb / March 2020	On Track On track out for public comment
KPI 5 Small Business Charter	5.1 Engage with the small business community (including the Exmouth Chamber of Commerce) to implement the Small Business Charter actions. 5.2 Report to Council with the findings from the consultation with the small business community and endorse the actions.	March 2020 April 2020	Complete On Hold COVID 19
KPI 6 Planning Services	6.1 Continuous improvement of the Shires Planning processes in relation to: <ul style="list-style-type: none"> • The measurement of customer satisfaction levels. • Reduction in processing times for Planning and Permit applications (post 1 July 2019). 	30 June 2020	On Track now on Hold
KPI 7 Governance Support	7.1 Develop a governance and compliance calendar and provide to elected members. 7.2 Develop an organisational risk and business continuity strategy and report to Council. 7.3 Undertake a review of the Shire's Audit Committee and report to Council.	Sept 2019 Dec 2019 Dec 2019	Completed Completed Completed

The table indicates that KPI 6 is now on hold because we have had a resignation from one planner and all non-essential planning matters are on hold due to COVID-19.

Table 3 - A summary of the Departmental Business Plan Progress Report as at the March 2020

Department	Deliverables	Status – Complete	Status – On Track	Status - Monitor	Status – Intervene
Aviation	19	5	10	3	1
Communications	15	6	5	2	2
Community Development	21	5	12	3	1
Corporate Services	13	6	3	2	2
Human Resources	8	1	6	1	0
Law and Order	10	2	8	0	0
Library	10	2	8	0	0
Marine	7	1	3	0	3
Ningaloo Centre	20	3	16	1	0
Planning Building Health	21	2	13	1	5
Public Open Space	8	5	3	0	0
Roads	7	1	6	0	0
Waste	9	5	4	0	0
Pool	7	3	4	0	0
Total	175	47	101	13	14
%		27%	58%	7%	8%

The table indicates that at the March review period 84% of deliverables are completed or on track. There has been an increase from 5 to 14 actions where an intervention has resulted as direct result of COVID 19 and a decision made due to resourcing higher priorities.

CONSULTATION

Chief Executive Officer
Executive Managers

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

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

4.1 To provide proactive, collaborative and transparent leadership

4.2 A local government that is respected and accountable.

4.3 To be a champion for our community

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION**ITEM 12.1.5**

That Council RECEIVE the year to date (March 2020) progress reports for the:

- 2019/20 Corporate Business Plan shown in Attachment 1;
- 2019/20 CEO Key Performance Indicators; and
- 2019/20 Departmental Business Plans as shown in Table 3 of the report.

COUNCIL RESOLUTION**ITEM 12.1.5**

Res No: 06-0420

MOVED: Cr Mounsey

SECONDED: Cr McCarrol

That Council RECEIVE the year to date (March 2020) progress reports for the:

- **2019/20 Corporate Business Plan shown in Attachment 1;**
- **2019/20 CEO Key Performance Indicators; and**
- **2019/20 Departmental Business Plans as shown in Table 3 of the report.**

CARRIED 6/0

The Shire President added on top of the CEOs normal KPIs and normal duties commended the Chief Executive Officer on his how hard he has worked throughout the COVID-19 pandemic on behalf of the entire Council

The following recommendations were moved en bloc 12.1.6, 12.1.7, 12.4.1, 12.4.2 and 12.5.1.

12.1.6 FLOURISHING OCEANS – NINGALOO RESEARCH CENTRE SEAWATER SUPPLY

File Reference:	CP.AD.3.2
Reporting Officer:	Chief Executive Officer
Responsible Officer:	Executive Manager Commercial and Community
Date of Report:	17 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Proposed Seawater Pipe Route

PURPOSE

To seek Council approval to the Flourishing Oceans arm of Minderoo Foundation (Minderoo) for the location of the proposed pipeline easement to provide essential high-quality seawater supply to the Ningaloo Research Centre.

BACKGROUND

At a Special Council Meeting held on the 5 December 2019, Council approved to grant consent to Minderoo for the proposed pipeline easement for the purpose of intake and discharge of seawater with conditions:

Res No: 01-1219
MOVED: Cr Dixon
SECONDED: Cr Mounsey

That Council APPROVE the granting of consent to Minderoo for the proposed pipeline easement for the purpose of intake and discharge of seawater with the following conditions;

- 1. Detailed plans of all above ground infrastructure, inclusive of natural ground level/s, are to be submitted and approved by the local government and the Department of Planning, Lands and Heritage.***
- 2. The development is subject to approval from the Department of Planning, Lands and Heritage.***
- 3. Authorise the CEO to negotiate final location that suits both parties, and bring back to Council for resolution.***

COMMENT

Flourishing Oceans have now completed conditions 1 and 2 as per the Council Resolution 01-1219. The Department of Planning Lands and Heritage (DPLH) is now requesting that the applicant provide evidence that condition 3 of the above resolution has been complied with before it commences its assessment process.

Officers have worked with the applicant in relation to the pipeline easement route and consider the route, as shown in Attachment 1, is the most practicable route taking into consideration future developments of Lot 300, 303, 1403 and 1404.

This report is now seeking Council consent for the proposed pipeline easement route to enable the installation of this essential seawater supply infrastructure.

CONSULTATION

Minderoo Foundation Pty Ltd

STATUTORY ENVIRONMENT

Section 144(1)(a) of the Land Administration Act 1997

The Exmouth Council resolution will be subject to Department of Planning, Lands and Heritage approvals.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

ALTERNATE OPTIONS

Alternate options were considered which provided a more cost effective and direct route for the applicant. Despite these routes being more cost effective for the applicant the final route as presented in Attachment 1 will minimise future development impacts of Lot 300 and adjoining lots.

STRATEGIC IMPLICATIONS

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

Economic:	<u>Diversify and grow our economy in a manner that provides year round employment opportunities</u> 1.1 A diverse and environmentally aware local economy that can attract business investment and provide employment opportunities 1.3 Enable the provision of essential infrastructure that will support investment and diversify our economy.
Environment:	<u>To protect and value our unique natural and built environment as we grow our economy.</u> 2.1 A strong focus on environmental conservation and sustainable management of our natural environment
Social:	<u>To be a vibrant, passionate and safe community valuing our natural environment and unique heritage</u> 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.

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

4.1 To provide proactive, collaborative and transparent leadership

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

ITEM 12.1.6

That Council **AUTHORISES** the final location of the pipeline easement route as shown in Attachment 1 of this report.

COUNCIL RESOLUTION

ITEM 12.1.6

Res No: 07-0420

MOVED: Cr Niikkula

SECONDED: Cr Dixon

That Council AUTHORISES the final location of the pipeline easement route as shown in Attachment 1 of this report.

CARRIED 6/0

12.1.7 PROPOSED NEW COUNCIL POLICY: ELECTRONIC MEETINGS (COUNCIL AND COMMITTEE)

File Reference:	CM.PO.9
Reporting Officer:	Executive Secretary
Responsible Officer:	Chief Executive Officer
Date of Report:	8 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Proposed New Council Policy - Electronic Meetings (Council and Committee)

PURPOSE

To inform Council of the:

- Recent amendments made to the Local Government (Administration) Regulations 1996 which allow electronic meetings to be held in specific circumstances during a declared public health emergency or state emergency, and
- Provide details of the requirements needed to implement the changes.

BACKGROUND

On the 26 March 2020 the *Local Government (Administration) Amendment Regulations 2020* were gazetted which now allows local government councils to hold meetings electronically during a public health emergency or a state emergency. This enables Council to continue to hold meetings and make decisions in the best interests of the community during these times.

COMMENT

The amendments allow for ordinary and special council meetings, committee meetings and audit committee meetings of council be conducted electronically (eMeeting) if:

- a “public health emergency” or “state of emergency” exists and the President or Council considers it appropriate for the meeting to be held by electronic means;
- or if a direction issued under the *Public Health Act 2016* or *Emergency Management Act 2005* prevents the meeting from being held in person; the President or council can again authorise a meeting be held by electronic means.

The means by which the meeting is held is to be determined by the President or Council of the local government after the first consulting with the Chief Executive Officer

Summary of Requirements

In order to conduct an eMeetings the following are required:

1. To satisfy the requirement for meetings to be open to the public for the purpose of Admin Regulation 14E(3), it must be determined which of the following will apply:

- unconfirmed minutes are available for public inspection under regulation 13, i.e in the case of a Council meeting, within 10 business days after the meeting and in the case of a Committee meeting, within 5 business days after the meeting; or
 - the meeting is publicly broadcast on a website; or
 - the meeting or broadcast is otherwise publicly accessible.
2. The President (in writing) or Council (by resolution) must determine whether the meeting is to be held using an eMeeting method, and must do so in consultation with the CEO. (Admin Reg. 14D(3) & (4)]
 3. Council must still allocate time for raising questions by members of the public, and must determine how —
 - the Council or Committee provides a means to submit a question prior to the meeting; and
 - the Council or Committee determines at the meeting —
 - to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the Council or Committee; or
 - that, given the public health emergency, state of emergency or direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005*, it is not appropriate to respond to the question at the meeting.
 4. The meeting agenda, as well as notice papers, reports or other documents to be presented, may, be –
 - tabled or presented at the meeting; and
 - provided to Members and/or made publicly available for inspection, in any manner determined (electronically or otherwise).
 5. Identify any clauses within the Shire of Exmouth Meeting Procedures Local Law 2015 that cannot be complied with and provide a recommendation in the agenda (following question time) to suspend specified clauses that may limit eMeeting effectiveness or efficiency. The clauses identified are:
 - 6.1 - Meetings generally open to the public (1)(a)
 - 6.14 - Public inspection of agenda materials
 - 8.1 - Members to be in their proper places (2)
 - 13.4 - Method of taking a vote (2)
 6. Regulation 14A of the *Local Government (Administration) Regulations 1996* specifically defines a 'suitable place' to be used by a Council Member, which must be approved before they can attend a meeting by telephone. The same principle applies to eMeetings too, as the suitability of the 'place' may impact the confidentiality of matters behind closed doors, and otherwise risk Council Members being interrupted during the meeting. Council Members should advise the Presiding Member by email (cc'd to the CEO for records capture), the place they will use to connect to an eMeeting and how this place controls the risk of a confidentiality breach and limits the potential for interruptions.

In the current state of emergency and public health emergency declared in Western Australia, it is recommended that Council formalize their approach to the necessary conduct of eMeetings by way of Council policy.

CONSULTATION

WALGA Governance Department

STATUTORY ENVIRONMENT

Section 5.5 *Local Government Act 1995* – Convening Council Meetings
Regulations 3, 6, 7, 12, 14C, 14D, 14E *Local Government (Administration) Regulations 1996*

POLICY IMPLICATIONS

Shire of Exmouth Meeting Procedures Local Law 2015

FINANCIAL IMPLICATIONS

Nil

ALTERNATE OPTIONS

Nil

STRATEGIC IMPLICATIONS

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

- Social: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- 3.1 Explore opportunities to deliver services and facilities that attract and retain people living in the Shire.
 - 3.2 Promote facilities/services that enhance public health and safety.

- 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 12.1.7

That Council Adopt New Council Policy 1.22 - Electronic Meetings (Council and Committee) at Attachment 1.

COUNCIL RESOLUTION

ITEM 12.1.7

Res No: 08-0420

MOVED: Cr Niikkula

SECONDED: Cr Dixon

That Council Adopt New Council Policy 1.22 - Electronic Meetings (Council and Committee) at Attachment 1.

CARRIED 6/0

CORPORATE SERVICES

12.4.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2020

File Reference:	FM.FL.0
Reporting Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	17 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Monthly Financial Report as at 31 March 2020.

PURPOSE

That Council accepts the financial report for the financial period ending 31 March 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 March, operating revenue is below target by \$214,185 (2.13%) due to fees and charges revenue due to reduced flights at Learmonth Airport and closure of the Ningaloo Centre.

Operating expenditure is under budget by \$1,189,117 (10.19%) due to timing of maintenance programmes, mainly related to 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 \$170,001 due to timing of projects. Major road works have commenced on Murat Road. Yardie Creek Road works were completed in March. Upgrades to the shire hall have been completed. The upgrade at the irrigation sewerage ponds have been completed. 19/20 vehicle replacement is complete with the orders being placed for rubbish truck and 2 canter trucks. Reptile exhibits have been installed in the Ningaloo Centre. Town beach gazebo lighting is complete. The air conditioning at the Lefroy units have been completed. Staff housing upgrades have been completed including fencing at 12 Fletcher Street. Maintenance of the Old Administration Building are almost complete and the roof flashing on the Town Hall has been completed.

Outstanding Rates are \$611,720. Rate notices were issued on 30 July 2019, and the final instalment is due on 8 April 2020. The Shire has collected 86% of total rates outstanding, which is below the same time last year (86.64%).

General Debtors is \$1,041,039 with \$691,981 being for airport operations.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION**ITEM 12.4.1**

That Council RECEIVES the Financial Report for the financial period ending 31 March 2020.

COUNCIL RESOLUTION**ITEM 12.4.1**

Res No: 09-0420

MOVED: Cr Niikkula

SECONDED: Cr Dixon

That Council RECEIVES the Financial Report for the financial period ending 31 March 2020.

CARRIED 6/0

12.4.2 LIST OF ACCOUNTS FOR PERIOD ENDING 31 MARCH 2020

File Reference:	FM.FI.0
Responsible Officer:	Manager Finance
Responsible Officer:	Executive Manager Corporate Services
Date of Report:	17 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Accounts for period ending 31 March 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.

March Payments

Municipal Fund	totalling \$653,920.23 Incorporating cheques, direct debits, electronic payments and credit cards.
Trust Fund	totalling \$0 Incorporating electronic payments.
Total Payments:	\$653,920.23

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 month of March 2020 (*totalling \$653,920.23*).

COUNCIL RESOLUTION**ITEM 12.4.2**

Res No: 10-0420

MOVED: Cr Niikkula

SECONDED: Cr Dixon

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 March 2020 (*totalling \$653,920.23*).

CARRIED 6/0

ITEMS FOR INFORMATION ONLY

12.5.1 ITEMS FOR INFORMATION ONLY

PURPOSE

To advise Council of the information items listed below.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

ITEM 12.5.1

That Council note the following information items:

Register of Documents Stamped with the Shire of Exmouth Common Seal

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

DATE	DOCUMENT
Nil	

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 31 March 2020.

App #	Date Received	Lot	Property Address	Description	Decision	Decision Date
19/86	23/08/19	43	11 Searaven Crescent	New dwelling and garage	Cancelled	24/03/20
20/08	12/02/20	373	18 Corella Court	New single storey house. Concrete block construction.	Approved	17/03/20
20/14	24/02/20	33	Pellew Street	Change of Use from Office to Shop Cafe	Approved	05/03/20
20/15	28/02/20	789	5 Jones Place	Swimming pool installation and fencing	Approved	24/03/20
20/16	06/03/20	206	42 Cobia Close	New single storey dwelling & steel boundary fence	Approved	16/03/20
20/17	23/03/20	704	1 Cameron Street	New shed	Approved	25/03/20
20/18	26/03/20	339	20 Kestrel Place	New single storey dwelling	Approved	31/03/20

Planning Decisions Issued

A summary of the planning decisions issued under delegation or outstanding up to 31 March 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
PA144/19	19/12/19	4	36 Pelias Street	New office extension and lean- to	Approved	19/03/20
DA04/20	09/01/20	157	39 Dugong Close	Single storey dwelling	Approved	14/03/20
DA05/20	10/01/20	1094	10 Campbell Way	Holiday House	Approved	25/02/20
DA08/20	15/01/20	339	20 Kestrel Place	Single dwelling and attached garage	Approved	16/03/20
DA09/20	16/01/20	266	23 Christie Street	Holiday House	Approved	16/03/20
DA10/20	20/01/20	475	7 Osprey Way	Amendment to PA21/18 - alteration to balcony screening	Approved	22/03/20
DA12/20	13/02/20		Ningaloo Centre	Alterations and addition of outbuilding to accommodate advance scientific research equipment (Minderoo).	Approved	30/03/20
DA13/20	17/02/20	427	4 Rule Street	Holiday House	Approved	18/03/20
DA14/20	18/02/20	330	3 Falls Street	Outbuilding	Approved	17/03/20
DA15/20	18/02/20	141	49 Snapper Loop	Home occupation - Beauty Therapy	Approved	03/04/20
DA16/20	24/02/20	2	3 Kennedy Street	Exmouth Dive and Whalesharks Ningaloo – signage on shop B(i) 2/3 at Kennedy Street Mall	Approved	30/03/20
DA17/20	16/03/20	37	6 Pelias / Murat Road	Amendment (2) to the Proposed construction of Service station, Motor vehicle wash and addition of Dry cleaning premises / Laundromat use to vacant site	Approved	31/03/20
DA18/20	16/03/20	400	19 Krait Street	Existing Holiday House	Processing	
DA19/20	17/03/20	419	58 Madaffari Drive	Single new single house with incidental swimming pool	Approved	01/04/20
DA20/20	19/03/20	904	13 Patterson Way	Existing - Partial change of use - Recreation-Private (fight club) - Ground Floor	Approved	07/04/20
DA21/20	20/03/20	432	84 Madaffari Drive	Jetty (10m)	Approved	20/03/20
DA22/20	27/03/20	182	18 Snapper Loop	Addition of incidental outbuilding	Approved	06/04/20

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

App #	Date Received	Description.	Decision	Permit issued
PE04/20	20/01/20	Outdoor eating permit Earlybird, at Kennedy Street Mall	Issued	04/03/20
PE05/20	30/01/20	Food van at Hunters Access and Lighthouse – 1 May-1 August 2020	Issued On-hold	23/03/20
PE07/20	19/03/20	Kona Joes food van - Federation Park carpark - 4-19 July 2020	On hold	19/03/20

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

COUNCIL RESOLUTION**ITEM 12.5.1**

Res No: 11-0420

MOVED: Cr Niikkula

SECONDED: Cr Dixon

That Council note the following information items:

- **Register of Documents Stamped with the Shire of Exmouth Common Seal;**
- **Building Decisions Issued up to 31 March 2020; and**
- **Planning Decisions Issued up to 31 March 2020.**

CARRIED 6/0

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

Nil

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

14.1 SHIRE PRESIDENT COVID-19 RELIEF FUND COMMITTEE

File Reference:	PH.NO.3
Reporting Officer:	Chief Executive Officer
Responsible Officer:	As above
Date of Report:	22 April 2020
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Terms of Reference – Shire President COVID-19 Relief Fund Committee

PURPOSE

That Council approve the establishment of the Shire President COVID-19 Relief Fund Committee of Council to operate as per the Terms of Reference in Attachment 1.

BACKGROUND

On 15 March 2020, the Minister for Emergency Services and the State Government declared a State of Emergency under the Emergency Management Act and a Public Health Emergency under the *Public Health Act 2016* in response to COVID-19.

The Minister for Local Government has requested all local governments consider a range of rate and fee relief options to assist in the recovery phase post COVID-19.

The Officers recommendation is that a Committee of Council with delegated authority be established to determine the terms and conditions of funding.

To this end the Officer has recommended Council endorse the establishment of the Shire President COVID-19 Relief Fund Committee to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund immediately and has additional funding from the Gascoyne Development Commission of \$15,000 committed.

As per section 5.8 *Local Government Act 1995* (WA) Establishment of Committees, “a local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.”

A Committee of Council may comprise council members, employees and other persons and a committee of this type may have any of the local government’s powers or duties delegated to it that are necessary or convenient for the proper management of the local government’s property.

COMMENT

To this end the Officer has recommended the following financial response be endorsed by Council: That Council establish a Shire President COVID-19 Relief Fund to capture donations/grants made to Council to be used to assist the Community in dealing with the impacts of COVID-19. Council will contribute \$25,000 to this fund immediately and may consider further allocations during the 2020/21 budget development and adoption.

The Officers recommendation is that a Committee of Council with delegated authority be established to determine the terms and conditions of funding. The recommendation that the Committee have delegated authority is to enable the funding and support from the Relief Fund to be quickly allocated in response to community need rather than calling for a Special Council Meeting or waiting for the next scheduled Ordinary Council Meeting.

An internal operational COVID 19 Recovery Working Group has been established and the Working Group will be able to provide advice and support to the Shire President COVID 19 Relief Fund Committee to assist during the recovery phase of the pandemic.

The committee will consist of three Elected Members and be chaired by the Shire President and consist of the Deputy Shire President and one other member to be determined.

CONSULTATION

WALGA

STATUTORY ENVIRONMENT

The proposed committee of council is to be established as per Part 5 Administration of the *Local Government Act 1995*. The proposed committee of council adheres to the following sections of the Act as per;

- s5.8 A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.
- s5.9 (2b) types of committees - "a committee is to comprise of council members and employees".
- s5.10(1)(a) Committee is to have as its members a) "persons appointed* by the local government to be members of the committee".
- s5.16 (1) delegation of some powers and duties to certain committees - "a local government may delegate to a committee any of its powers and duties other than this power of delegation", and
- s5.17 (1) limits on delegation of powers and duties to certain committees "a local government can delegate (c) to a committee referred to in section 5.9(2)(c) any of the local government's powers or duties that are necessary or convenient for the proper management of i) the local government's property; or ii) an event in which the local government is involved".

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A minimum of \$25,0000 to be allocated from the 2019/20 revised budget forecast. The revised forecast financial position as at 30 June 2020 is for a deficit of \$114,755 taking into account the \$25,000 allocation.

ALTERNATE OPTIONS

Council may consider altering the structure; terms of reference or term of the Committee.

STRATEGIC IMPLICATIONS

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

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

- 2.2 Strive to achieve a balance between the preservation of our unique environment and the delivery of sustainable economic growth.
- 2.3 Advocate and promote opportunities for the development of environmentally sustainable essential infrastructure and services

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

- 3.3 Champion self-supporting community clubs and associations.

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 14.1

That Council APPROVE:

1. The establishment of the Shire President COVID-19 Relief Fund Committee of council as per Part 5 Administration of the *Local Government Act 1995*;
2. The Terms of Reference for the establishment of Shire President COVID-19 Relief Fund Committee in Attachment 1 to this report; and
3. The Chief Executive Officer to allocate appropriate staff resources to support the Committee as a priority.
4. The members of the Committee are to comprise of the Shire President, the Deputy Shire President and Councillor _____.

COUNCIL RESOLUTION

ITEM 14.1

Res No: 12-0420

MOVED: Cr Mounsey

SECONDED: Cr Lake

That Council APPROVE:

- 1. The establishment of the Shire President COVID-19 Relief Fund Committee of council as per Part 5 Administration of the *Local Government Act 1995*;**
- 2. The Terms of Reference for the establishment of Shire President COVID-19 Relief Fund Committee in Attachment 1 to this report; and**
- 3. The Chief Executive Officer to allocate appropriate staff resources to support the Committee as a priority.**
- 4. The members of the Committee are to comprise of the Shire President, the Deputy Shire President, Councillor Lake and Councillor McCarrol.**

CARRIED by ABSOLUTE MAJORITY 6/0

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 4.51pm.