

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

David Meyer

Shire President

24/03/2020

Date



SHIRE OF WYNDHAM | EAST KIMBERLEY

MINUTES
ORDINARY COUNCIL
MEETING

25 February 2020

DISCLAIMER

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Council meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

An audio and/or video record will be made of these proceedings to assist in the taking of minutes.

Signed on behalf of Council

A handwritten signature in black ink, appearing to read 'V. E. Lawrence', written in a cursive style.

VERNON LAWRENCE

ACTING CHIEF EXECUTIVE OFFICER

NOTES

- 1. Councillors wishing to make alternate motions to officer recommendations are requested to provide notice of such motions electronically to the minute taker prior to the Council Meeting.**
- 2. Councillors needing clarification on reports to Council are requested to seek this from relevant Officers prior to the Council meetings.**

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**SHIRE OF WYNDHAM EAST KIMBERLEY
ORDINARY COUNCIL MEETING AGENDA
WYNDHAM COUNCIL CHAMBERS
HELD ON TUESDAY, 25 FEBRUARY 2020 AT 5:00PM**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Council meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

An audio and/or video record will be made of these proceedings to assist in the taking of minutes.

The Shire President declared the Meeting open at 5.09pm.

**2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)**

ATTENDENCE

Cr D Menzel	Shire President
Cr T Chafer	Deputy Shire President
Cr N Brook	Councillor (<i>Joined meeting at 5.30pm via Video Conference – Approved by Council, Minute Number 25/02/2020 - 118156</i>)
Cr M Dear	Councillor
Cr J Farquhar	Councillor
Cr G Lodge	Councillor
Cr M McKittrick	Councillor
Cr D Pearce	Councillor
Cr A Petherick	Councillor
V Lawrence	Acting Chief Executive Officer
N Kearns	Director Planning and Community Development
F Heading	Acting Director Corporate Services
P Webb	Manager Assets and Engineering
C Cane	Minute Taker
Christine McLachlan	Resident
Rebecca Nadge	Reporter – ABC Kimberley

APOLOGIES

S Dyson Director Infrastructure

3. DECLARATION OF INTEREST

- Financial Interest

NIL

- Impartiality Interest

Councillor/Staff	Item	Title	Description of interest
Cr D Pearce	12.2.3	Annual General Meeting of Electors 12 December 2019; Officer's Recommendation, Elector's Motion 2 – Drain - LOT 715, 41812 (Ivanhoe).	This drain partially sits within the P1 borefield managed by Water Corporation. My husband is the Water Corporation Operation's Manager in Kununurra.

- Proximity Interest

NIL

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

5. PUBLIC QUESTION TIME

Question 1 - Chris McLachlan, Resident

In the Corporate Business Plan Q2 Update (*Agenda item 12.3.1*), item 395 notes that an assessment of the Bastion Trail has been completed and provided to a consultant before undertaking renewal works. Could Council please outline these renewal works and a timeline for completion?

The Director Planning and Community Development provided the following response:

The renewal works will commence in May 2020 with a modest budget of approximately \$5,000. The works are essentially to undertake the repairing of signs along the trail. A major part of the project is to make sure we can implement a sustainable maintenance regime. The project was an opportunistic one that we included in the Corporate Business Plan late because we were able to make a couple of small improvements prior to the end of the financial year. The assessment was undertaken in-house and so no consultant was or will be engaged and this will be reflected in the updated Corporate Business Plan.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Pearce has provided a written request for a leave of absence for the 28 April 2020 Ordinary Council Meeting.

OFFICER RECOMMENDATION

That Council approve a leave of absence for Cr Pearce for the 28 April 2020 Ordinary Council Meeting.

Council Decision

Minute Number: 25/02/2020 - 118154

**Moved: Cr A Petherick
Seconded: Cr J Farquhar**

That Council approve a leave of absence for Cr Pearce for the 28 April 2020 Ordinary Council Meeting.

Carried: 8/0

7. PETITIONS

NIL

8. CONFIRMATION OF MINUTES

OFFICER'S RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on 10 December 2020.

Council agreed to move the Officer's Recommendation with the amended and corrected date of 10 December 2019.

Council Decision

Minute Number: 25/02/2020 - 118155

**Moved: Cr M McKittrick
Seconded: Cr J Farquhar**

That Council confirms the Minutes of the Ordinary Council Meeting held on 10 December 2019.

Carried: 8/0

Note: The Minutes of the Ordinary Council Meeting held on 10 December 2019 are provided under separate cover via www.swek.wa.gov.au

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Cr Brook has provided a written request to attend the 25 February 2020 Ordinary Council Meeting via Video Conference from 70 Rosemary Road, Karratha WA 6714.

OFFICER RECOMMENDATION

That Council approve Cr Brook to attend the 25 February 2020 Ordinary Council Meeting via Video Conference.

Council Decision

Minute Number: 25/02/2020 - 118156

Moved: Cr T Chafer

Seconded: Cr G Lodge

That Council approve Cr Brook to attend the 25 February 2020 Ordinary Council Meeting via Video Conference.

Carried: 8/0

- **I would like to acknowledge the recent passing of former Shire President Mr Bill Grandison** on 25 January 2020 and on behalf of the Shire offer condolences to his family and friends. Mr Grandison served as Shire President from 1966-1976.
- **17-21 November 2019 – Shire President travelled to Jinxun and Shangai, China** with State and Government representatives to help understand the Cotton Ginnery and maintain a relationship with Mr Wu, Shanghai Zhongfu (SZ).
- **12 December 2019 – Rio Tinto Information Session** to discuss the closure of the Argyle Diamond Mine.
- **12 December 2019 – Valperlon Kalumburu Update with Ryan de Franck.** The CEO and Director Infrastructure attended to discuss the Kalumburu project.
- **12 December 2019 – 2019 Annual General Meeting of Electors.** Presided by Cr Pearce, 6 Elected Members, 13 community members plus a number of Shire staff were in attendance.
- **24 January 2020 – Departing CEO Carl Askew’s last day.** Vernon Lawrence commenced the position of Acting CEO.
- **26 January 2020 – Australia Day celebrations held in Kununurra and Wyndham.** With approximately 130 attendees in Kununurra and 35 in Wyndham, the local community drives the Australia Day celebrations and the Shire thanks the numerous volunteers and organisations who provided their generous support on the day.
- **26 January 2020 – Australian Citizenship Ceremony held in Kununurra.** Officiated by Cr Pearce, the Shire was delighted to welcome six new citizens during its Australian citizenship ceremony held on Australia Day.
- **10 February 2020 – Audit (Finance and Risk) Committee meeting.**
- **11 February 2020 – Kimberley Development Commission, Tim Bray (A/CEO).** Attended by Acting CEO Vernon Lawrence and senior Shire Officers, the Shire

provided KDC with a brief overview of what the Shire is working on in the economic development space. The meeting discussed amongst other matters the Airport runway extension, the Kununurra Leisure Centre redevelopment and Seafarms Project Sea Dragon.

- **11 February 2020 – Kununurra Police and PCYC** attended the Council Briefing Session to provide updates on community crime and youth initiatives to Council.
- **20 February 2020 – Department of Primary Industries and Regional Development (DPIRD)**. Shire President met with DPIRD Business Development Executive Director, Eamonn McCabe and Principal Business Development Officer, Jo-Anne Ellis to discuss Ord matters.
- **21 February 2020 – UK organisation ‘Empowering Communities’**. Shire President attended a presentation in Perth regarding the Empowering Communities framework. The framework, which is used by 70% of the UK police force, is an alternative to the Takeaway Alcohol Management System (TAMS). The powerful software solution brings all agencies together for better case management of crime and alcohol related issues in the community.
- **21 February 2020 – Hon. Paul Papalia**. Shire President met with Minister Papalia to discuss the alcohol trials in the West Kimberley and Pilbara as well as the Police Commissioner’s recent comments.
- **24 February 2020 – Kimberley Zone Meeting.**
- **25 February 2020 – Wyndham Meet and Greet.**

10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

NIL

11. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

NIL

12. REPORTS

12.1. MATTERS ARISING FROM COMMITTEES OF COUNCIL

12.1.1. Consideration of Recommendations Contained within the Minutes of the Audit (Finance and Risk) Committee of 10 February 2020

DATE:	25 February 2020
AUTHOR:	Acting Director Corporate Services
RESPONSIBLE OFFICER:	Vernon Lawrence, Acting Chief Executive Officer
ASSESSMENT NO:	Various - As Detailed in the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting
FILE NO:	Various - As Detailed in the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 1

Council agreed to move Recommendations 1 to 6 *en bloc*.

That Council, with reference to Item 7.1 “*Standing Item - Insurance Claims*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Insurance Claims Report and associated attachments attached to the Agenda of the 10 February 2020 Audit (Finance and Risk) Committee Meeting.

Council Decision

Minute Number: 25/02/2020 - 118157

Moved: Cr T Chafer

Seconded: Cr M McKittrick

That Council, with reference to Item 7.1 “*Standing Item - Insurance Claims*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Insurance Claims Report and associated attachments attached to the Agenda of the 10 February 2020 Audit (Finance and Risk) Committee

Meeting.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 2

That Council, with reference to Item 7.2 “*Standing Item - Rates Debtors*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, accept the report that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process are sufficient and appropriate.

Council Decision

Minute Number: 25/02/2020 - 118158

Moved: Cr T Chafer

Seconded: Cr M McKittrick

That Council, with reference to Item 7.2 “*Standing Item - Rates Debtors*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, accept the report that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process are sufficient and appropriate.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 3

That Council, with reference to Item 7.3 “*Standing Item - Sundry Debtors*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, accept that the actions being undertaken by the administration in regard to sundry debtors including sundry debts in legal process are sufficient and appropriate.

Council Decision

Minute Number: 25/02/2020 - 118159

Moved: Cr T Chafer

Seconded: Cr M McKittrick

That Council, with reference to Item 7.3 “*Standing Item - Sundry Debtors*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, accept that the actions being undertaken by the administration in regard to sundry debtors including sundry debts in legal process are sufficient and appropriate.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 4

That Council, with reference to Item 7.4 “*Standing Item - Leases*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Confidential Lease Schedule and the New and Renewal Lease Schedule attached to the Agenda of the 10 February 2020 Audit (Finance and Risk) Committee Meeting.

Council Decision

Minute Number: 25/02/2020 - 118160

Moved: Cr T Chafer

Seconded: Cr M McKittrick

That Council, with reference to Item 7.4 “*Standing Item - Leases*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Confidential Lease Schedule and the New and Renewal Lease Schedule attached to the Agenda of the 10 February 2020 Audit (Finance and Risk) Committee Meeting.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 5

That Council, with reference to Item 7.5 “*Compliance Audit Return 2019*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes:

1. Note the 2019 Compliance Audit Return has been completed;
2. Authorise the Shire President and the Acting CEO to certify the 2019 Compliance Audit Return;
3. Authorise the Acting Chief Executive Officer to submit the 2019 Compliance Audit Return to the Department of Local Government by 31 March 2020.

Council Decision

Minute Number: 25/02/2020 - 118161

Moved: Cr T Chafer

Seconded: Cr M McKittrick

That Council, with reference to Item 7.5 “*Compliance Audit Return 2019*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes:

1. Note the 2019 Compliance Audit Return has been completed;
2. Authorise the Shire President and the Acting CEO to certify the 2019 Compliance Audit Return;
3. Authorise the Acting Chief Executive Officer to submit the 2019 Compliance Audit Return to the Department of Local Government by 31 March 2020.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION 6

That Council, with reference to Item 7.6 “*Strategic Risk Register*” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Quarterly Strategic Risk Report for Quarter 2.

Council Decision

Minute Number: 25/02/2020 - 118162

Moved: Cr T Chafer
Seconded: Cr M McKittrick

That Council, with reference to Item 7.6 “Strategic Risk Register” as detailed in the 10 February 2020 Audit (Finance and Risk) Committee Agenda/Minutes, note the Quarterly Strategic Risk Report for Quarter 2.

Carried: 9/0

PURPOSE

To consider the recommendations from the Audit (Finance and Risk) Committee made at its meeting held on 10 February 2020.

NATURE OF COUNCIL’S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices
Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The background and details supporting the recommendations are contained in the Audit (Finance and Risk) Committee meeting minutes of 10 February 2020..

STATUTORY IMPLICATIONS

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting.

POLICY IMPLICATIONS

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting.

FINANCIAL IMPLICATIONS

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire’s financial viability

Goal: 4.3: Ensure a strong and progressive organisation delivering customer focused services

Strategy 4.3.2: Create a culture that encourages innovation, collaboration, best practice and organisational discipline to improve efficiency, effectiveness and productivity

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda.

COMMUNITY ENGAGEMENT

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda.

COMMENTS

Various - detailed within the Minutes of the 10 February 2020 Audit (Finance and Risk) Committee meeting and confidential attachments to the Agenda.

ATTACHMENTS

NIL

12.2. CHIEF EXECUTIVE OFFICER

12.2.1. Standing Item - Outstanding Actions from Previous Council Resolutions

DATE:	25 February 2020
AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Acting Chief Executive Officer
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council notes the report - Outstanding Actions from Previous Council Resolutions.

Council Decision

Minute Number: 25/02/2020 - 118163

Moved: Cr M Dear

Seconded: Cr T Chafer

That Council notes the report - Outstanding Actions from Previous Council Resolutions.

Carried: 9/0

PURPOSE

To report to the Council on the progress of and provide comment on outstanding actions from Council resolutions.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

At each meeting of Council, resolutions are made which require actions to be taken by officers to implement those resolutions. This monthly update advises the Council as to the status of the implementation of resolutions.

STATUTORY IMPLICATIONS

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Not applicable as referenced in individual reports presented to the Council.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.2: Good decision making through engagement with the community

Strategy 4.2.2: Ensure community input informs planning and decision making

Goal 4.3: Ensure a strong and progressive organisation delivering customer focused services

Strategy 4.3.2: Create a culture that encourages innovation, collaboration, best practice and organisational discipline to improve efficiency, effectiveness and productivity

RISK IMPLICATIONS

NIL

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

An update of actions from the December 2019 Council resolutions are detailed in Attachment 1.

Attachment 2 summarises all other actions that are outstanding from previous Council resolutions.

ATTACHMENTS

Attachment 1 - Council Action Register - 10 December 2019

Attachment 2 - Council Action Register - Outstanding Actions from Previous Council Resolutions

12.2.2. Standing Item - Use of the Common Seal

DATE:	25 February 2020
AUTHOR:	Executive Officer to the CEO
RESPONSIBLE OFFICER:	Vernon Lawrence, Acting Chief Executive Officer
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 7 December 2019 to 21 February 2020.

Council Decision

Minute Number: 25/02/2020 - 118164

Moved: Cr M Dear

Seconded: Cr G Lodge

That Council receives the report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 7 December 2019 to 21 February 2020.

Carried: 9/0

PURPOSE

For Council to receive this report on the application of the Shire of Wyndham East Kimberley Common Seal for the period 7 December 2019 to 21 February 2020.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

STATUTORY IMPLICATIONS

Local Government Act 1995

9.49A. Execution of documents

(1) A document is duly executed by a local government if —

- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 3.1: To deliver the critical infrastructure that will create the conditions for economic growth across the Shire

RISK IMPLICATIONS

NIL

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

There was one document for the time period of 7 December 2019 to 21 February 2020 with the Shire of Wyndham East Kimberley Common Seal applied as per the table below:

Date of Use	Document
06/02/2020	Recreational Boating Facilities Scheme Funding Agreement for Planning Project

ATTACHMENTS

NIL

12.2.3. Annual General Meeting of Electors 12 December 2019

Cr Pearce declared an impartiality interest with regard to Elector Motion 2 as the drain on LOT 715 41812 (Ivanhoe) partially sits within the P1 borefield managed by Water Corporation. Cr Pearce's husband is the Water Corporation Operation's Manager in Kununurra.

DATE:	25 February 2020
AUTHOR:	Acting Chief Executive Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Acting Chief Executive Officer
FILE NO:	CM.13.9
DISCLOSURE OF INTERESTS:	Cr D Pearce declared an impartiality interest with regard to Elector Motion 2 as the drain on LOT 715 41812 (Ivanhoe) partially sits within the P1 borefield managed by Water Corporation. Cr Pearce's husband is the Water Corporation Operation's Manager in Kununurra.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION - Electors Motion 1

That Council:

- 1. In line with the Local Government Amendment Act 2019 and associated guidelines, draft a Shire of Wyndham East Kimberley Code of Conduct for Council Members, Committee Members and Election Candidates;**
- 2. Authorise the CEO to draft a separate Code of Conduct for Employees in line with Section 5.51(a) of the Local Government Act 1995 and;**
- 3. Ensure the provisions of each Code of Conduct are consistent with the regulations, which provide for the protection of residents against all forms of bullying and harassment.**

Council Decision

Minute Number: 25/02/2020 - 118165

Moved: Cr G Lodge

Seconded: Cr D Pearce

That Council:

- 1. In line with the Local Government Amendment Act 2019 and associated guidelines, draft a Shire of Wyndham East Kimberley Code of Conduct for Council Members, Committee Members and Election Candidates;**

2. Authorise the CEO to draft a separate Code of Conduct for Employees in line with Section 5.51(a) of the Local Government Act 1995 and;
3. Ensure the provisions of each Code of Conduct are consistent with the regulations, which provide for the protection of residents against all forms of bullying and harassment.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION - Electors Motion 2

That Council includes the drain reference LOT 715, 41812 (Ivanhoe) within the 5 year drainage management plan which is currently being finalised by officers. Further engagement to take place with the Water Corporation as part of the drain sits within the P1 drinking water catchment area.

Council Decision

Minute Number: 25/02/2020 - 118166

Moved: Cr M Dear

Seconded: Cr A Petherick

That Council includes the drain reference LOT 715, 41812 (Ivanhoe) within the 5 year drainage management plan which is currently being finalised by officers. Further engagement to take place with the Water Corporation as part of the drain sits within the P1 drinking water catchment area.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION - Electors Motion 3

That Council undertakes a review of gardening and slashing activities and whether or not it is cost effective to outsource them.

Council Decision

Minute Number: 25/02/2020 - 118167

Moved: Cr T Chafer

Seconded: Cr A Petherick

That Council undertakes a review of gardening and slashing activities and whether or not it is cost effective to outsource them.

Carried: 9/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION - Electors Motion 4

That Council confirms the current position on Shire vehicle logos following a review of vehicle badging on the Shire fleet.

Council Decision

Minute Number: 25/02/2020 - 118168

Moved: Cr D Pearce

Seconded: Cr T Chafer

That Council confirms the current position on Shire vehicle logos following a review of vehicle badging on the Shire fleet.

Carried: 8/1

Against: Cr M McKittrick

PURPOSE

To present for Council consideration the motions carried at the Annual General Electors Meeting held on 12 December 2019.

Council is only required to make a decision in response to a motion made at an electors' meeting, if it is moved, seconded, put to the vote and carried by a majority of Electors.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

A number of questions and motions were presented at the meeting with four (4) motions being voted on by the electors present, of which all were carried.

STATUTORY IMPLICATIONS

5.32. Minutes of electors' meetings

The CEO is to —

(a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and

(b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at

the

electors' meeting are first considered.

5.33. Decisions made at electors' meetings

(1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —

(a) at the first ordinary council meeting after that meeting; or

(b) at a special meeting called for that purpose, whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Financial implications are contingent upon Council's consideration of the motions as presented.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.2: Good decision making through engagement with the community

Strategy 4.2.1: Engage and communicate with all sections of the community to better understand needs and priorities

Strategy 4.2.2: Ensure community input informs planning and decision making

Goal: 4.3: Ensure a strong and progressive organisation delivering customer focused services

Strategy 4.3.1: Be adaptive, responsive with a strong customer focus

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: The Shire uses risk management practices to ensure community expectations are prioritised and met.

Control: Consideration of relevant legislation, Council Policy and Organisational Directives and processes in drafting officer recommendations to Electors motions.

COMMUNITY ENGAGEMENT

The Annual General Meeting of Electors was advertised on the Shire's website, Facebook page and local public notice and all electors were invited to attend. Six (6) Elected Members and thirteen (13) community members plus a number of Shire staff were in attendance.

COMMENTS

Questions tabled and answered at the meeting will appear in the AGM Minutes and as part of the Ordinary Council Meeting Agenda for 25 February 2020. There were four (4) Elector Motions carried at the Annual General Meeting of Electors.

The motions are responded to individually below:

Elector Motion 1

Moved: Simone Rushby

Seconded: Keith Wright

That Council creates a local policy which specifically addresses the protection of residents against all forms of harassment and misconduct from Council and Shire staff including mediation and dismissal options.

Carried: 7/0

Officer's Comment on Motion provided by Acting Chief Executive Officer Vernon Lawrence

On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed by Parliament. This included the introduction of a mandatory Code of Conduct for Council Members, Committee Members and Candidates. The mandatory Code of Conduct is a departure from the current legislation which separates codes of conduct and the Rules of Conduct Legislation. It also deviates from the current legislation in that Local Governments are to have one Code of Conduct for Council Members, Committee Members and Candidates and a separate Code of Conduct administered by the CEO for Employees. The Amendment Act requires Local Governments to adopt the former Code within three months of taking effect, until such time, the model code will apply. Council may give consideration to behaviours that are not currently represented in the regulations that it considers are important. This could include additional personal behaviour conduct provisions which would satisfy the above motion.

Currently the regulations and guidelines from the Department of Local Government, Sport and Cultural Industries are still in draft, though it is expected that upon receiving feedback from local governments and governing bodies that it will be completed early 2020. For this reason, and with advice from our Governing body WALGA, local governments have been advised to wait for the completion of these regulations and guidelines before endorsing a new Code of Conduct/s.

The Shire will on completion of these regulations and guidelines review and draft two separate codes of conduct as required by the amended legislation within the designated time frame.

The Shire will ensure that each code adequately enforces behaviour which is consistent with the fair treatment of residents. These codes of conduct will be presented to the Council for approval.

It is worth noting that there are no current guidelines for the Employee Code of Conduct in draft or otherwise, however the Shire will ensure consistency with the Sector, and seek support from governing bodies to ensure that the Employee Code of Conduct meets the requirements of the Public Sector Management Act 1994 which requires Local Governments to produce a code of conduct consistent with the Code of Ethics. The Shire will ensure that the Employee Code of Conduct includes provisions which hold employees to the highest possible standard and develops a relationship of trust with the community.

It is considered that having both a Code of Conduct and a Council Policy governing conduct which covers the same issues, not to be the best solution as this may create unintended problems. The Employee Code of Conduct is the best place to include the required provisions ensure that staff act appropriately to residents.

Elector Motion 2

Moved: Darren Spackman

Seconded: Cr M Dear

That Council clean and maintain the existing drain (LOT 715, 41812). See Minute No. 10663 for background information.

Carried: 15/0

Officer's Comment on Motion provided by Director Infrastructure

The Manager Assets and Engineering contacted Mr Spackman in September 2019 and undertook a site inspection with him.

The drain in question mostly drains the industrial area West of the townsite, and runs from the intersection of Ivanhoe and Coolibah (Southern End) to the intersection of Ivanhoe and Victoria Hwy (about 750m in length). The main drain, which is currently maintained by

mowing, is inside Reserve 38106, which currently has no vesting. It then travels south under Victoria Highway (about 95m). It then travels through approximately 950m of Unvested Crown Land (UCL) which is under care and control of the State. Finally, the shoreline exit, which is quite difficult to gain access to with machinery, is about 95m long.

Discussions by Shire Officers with the Water Corporation has identified that the area south of the Highway is secured for drinking water, and as such no disturbance of the land can be undertaken, without their approval. Officers are currently investigating this matter, to ascertain what conditions may be applicable to have that approval considered. As this is a State Legislative process, it will very probably take some time, however Officers need to start somewhere. It should also be noted that any change to the outlet structure will then identify this as a 'new' project, which will then require consideration of Water Sensitive Urban Design. Based on the volume of water requiring clearing, and that this water is from a high contamination area (industrial area) initial cost estimates are in the order of \$1million, and very probably more.

In October 2019 the Water Corporation provided further advice from their asset management branch. In principle they are advising that DWER would oppose the creation of infrastructure corridors within the P1 protection areas, they are suggesting that we engage with DWER and Water Corporation under the heading of "stormwater infrastructure" and not drainage.

In September 2019 the Shire received the final Flood Model Report for Kununurra Stormwater from the consultants Cardno, this report identifies key hot spots within Kununurra. It also provides short term and long term options and costs. The Shire is currently finalising its 5 year drainage plan and consideration will be given to the above drain, noting it is NOT a high priority at this stage.

Electors Motion 3

Moved: Darren Spackman

Seconded: Mark Northover

That Council considers privatising gardening and slashing maintenance within the Shire.

Carried: 15/0

Officer's Comment on Motion provided by Director Infrastructure

Late in 2019 the Shire commenced a review of activities undertaken by the Depot and whether or not the Shire should investigate self-performing certain activities, examples being footpaths, drainage, culverts and basic road repairs. This review will continue into 2020 and it will include an assessment of whether the Shire should outsource gardening and slashing activities and allocate those resources to other activities currently being sub - contracted out. Activities being considered as part of the review include what skills and upskilling are

possible with the current pool of resources at the Depot and whether or not it would be cost effective to contract the work out.

In principle, if the investigation proves that privatising the gardening and slashing to be cost effective while providing the required level of service then it will be considered seriously.

Elector Motion 4

Moved: Darren Spackman

Seconded: Keith Wright

That Council sticker all Shire vehicles with non-removable decal stickers and that they are uniform.

Carried: 15/0

Officer's Comment on Motion provided by Acting Chief Executive Officer.

The motion moved at the Electors meeting has been considered by the Administration and the Council before. At the Ordinary Council Meeting on 26 February 2019 a motion was put that "*Council undertake a review of all Shire vehicles to ensure they are permanently stickered with the Shire logo*". In response to this motion the Shire reviewed the light vehicle fleet and the CEO provided comment on the Shire practice at the time and on some of the issues that relate to the badging of vehicles and contractual private use. A further issue was that vehicles that were available to be rotated between roles that had private use and those that did not were badged with magnets. A further issue raised related to possible damage stickers do to vehicles and the costs associated with removing them at the time of sale.

An Officer Recommendation was put forward "*That Council reaffirms its current position on Shire vehicle magnetic logos following a recent review of all light fleet vehicles.*" This recommendation was lost. As a result the Shire continued with its practice of using a combination of stickers and magnets.

As a result of the current Electors motion Shire Officers have once more undertaken a review of badging of Shire plant and vehicles. The Shire continues to have a fleet comprising of heavy, medium and light plant and vehicles. The review has indicated that all plant items are badged with Shire stickers as are most of the light vehicle fleet. Light vehicles that are not badged with stickers all have varying degrees of private use and as such have been issued with magnetic logos for use during operating hours.

Consultation has taken place with those staff who have private use of vehicles with the aim of standardising the badging of all light commercial vehicles in the Shire fleet. The result of this consultation is that where Shire Officers have full private use of a vehicle they prefer the

use of magnets to ensure a degree of privacy when using the vehicle outside of operational requirements.

The current position is now that all plant and vehicles other than three vehicles used by staff, Directors vehicles and the CEO vehicle have been or are in the process of being badged with stickers. Director vehicles and the vehicles used by the three staff members have magnetic logos that will be used during working hours and can be removed during private use to afford a measure of privacy. The CEO vehicle has a unique registration of "WY 1" and can be readily identified as a Shire vehicle.

ATTACHMENTS

NIL

12.3. PLANNING AND COMMUNITY DEVELOPMENT

12.3.1. 2019/20 CBP Quarterly Progress Review - October to December 2019 (Q2)

DATE:	25 February 2020
AUTHOR:	Senior Projects Officer
RESPONSIBLE OFFICER:	Nick Kearns, Director Planning and Community Development
FILE NO:	CM.10.11
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the 2019/20 Corporate Business Plan Quarterly Progress Report for October to December 2019.

Council Decision

Minute Number: 25/02/2020 - 118169

**Moved: Cr M McKittrick
Seconded: Cr J Farquhar**

That Council receives the 2019/20 Corporate Business Plan Quarterly Progress Report for October to December 2019.

Carried: 9/0

PURPOSE

For the Council to receive the October to December 2019 Quarterly progress review (quarter two) of the Corporate Business Plan 2019/20 - 2022/23.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The Corporate Business Plan (CBP) is the 4-year service and project delivery program for the Shire. It is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan.

The purpose of the CBP is to demonstrate the operational capacity of the Shire to achieve its aspirational outcomes and objectives over the medium-term and is reviewed annually to ensure priorities are achievable and effectively timed.

The Corporate Business Plan Year 2019/2019 - 2022/23 was adopted by Council at the 23 July 2019 Ordinary Council Meeting (**Minute No: 118056**). The Quarterly Progress Report is generated from the Shire's integrated planning process. The report reflects the progress of individual actions of the Corporate Business Plan, which are linked to the Strategic Community Plan. This ensures each staff member is working towards achieving the strategic direction of the Shire.

The Officer responsible for an action or task in the Corporate Business Plan is required to provide an update each quarter, giving an indication of how the action is progressing. This information is collated to provide an overview of how the organisation is performing to the CEO, Directors and Council to ensure that performance is being appropriately monitored and managed.

A copy of the Corporate Business Plan Quarterly Progress Report is at Attachment 1.

STATUTORY IMPLICATIONS

The *Local Government Act 1995* provides a framework for the operations of Local Governments in Western Australia. Section 1.3 (2) states:

This Act is intended to result in:

- a) Better decision making by local governments;
- b) Greater community participation in the decisions and affairs of local governments;
- c) Greater accountability of local governments to their communities, and
- d) More efficient and effective government.

The Shire's Corporate Business Plan and quarterly progress reports are in line with the Western Australian Government's Integrated Planning and Reporting Framework which requires planning and reporting on local government activities.

POLICY IMPLICATIONS

CP/COM-3100 - Community Engagement Policy aims to improve the outcomes and benefits of effective community engagement including:

- Increased community awareness about services, planning and program delivery
- Increased awareness of the needs, priorities and diversity of the community, which in turn ensures that service provision and planning functions are aligned appropriately

- Council and the community working together to address local issues where appropriate

FINANCIAL IMPLICATIONS

The attached report provides a quarterly financial summary.

STRATEGIC IMPLICATIONS

The Corporate Business Plan Quarterly Progress Report serves to monitor the implementation of operational priorities and activities and report on the achievement of the Strategic Community Plan goals.

Strategic Community Plan 2017-2027

Focus Area 1: Civic Leadership

Goal 4.2: Good decision making through engagement with the community

Strategy 4.2.1: Engage and communicate with all sections of the community to better understand needs and priorities

Strategy 4.2.3: Ensure community awareness of issues, activities and decisions affecting the Shire

Goal 4.3 Ensure a strong and progressive organisation delivering customer-focused services

Strategy 4.3.1: Be adaptive, responsive with a strong customer focus

Strategy 4.3.2: Create a culture that encourages innovation, collaboration, best practice and organisational discipline to improve efficiency, effectiveness and productivity

Corporate Business Plan

CBP Action: #53 - Ensure compliance with the Integrated Planning and Reporting Framework

CBP Task: Provide quarterly CBP progress reports

RISK IMPLICATIONS

Risk: The Shire fails to carry out the actions set out in the corporate Business Plan.

Control: Regular reporting of progress to CEO, Directors and Council to ensure that performance is monitored and managed.

Risk: Community unaware of Shire activities and progress and become disengaged.

Control: Provide Quarterly and Annual reports to the community on the Shires activities and progress

COMMUNITY ENGAGEMENT

The Corporate Business Plan Quarterly Progress Report is made available to the community via the Shire's web page.

COMMENTS

The Quarterly Progress Report for October to December 2019, provided as an attachment to this report, details progress in delivering priorities by goal, strategy and directorate. This progress is further reviewed by the Shire's Executive Management Team to ensure that performance is monitored and managed. The attached report includes a new format for measures and corporate indicators. The change is intended to provide the Council with a comparison with previous quarters and years as the Shire establishes historic records. The graph which is now included for each measure shows the current financial year in orange and the previous year in grey.

The progress of CBP actions by quarter is summarised from the attached report in the table below.

Action status by Quarter	Q1	Q2	Q3	Q4
Percentage on target (as reported)	93%	96%		
Complete	2%	4%		
Not started	18%	9%		
In progress	80%	87%		

Progress of CBP actions against the Strategic Community Plan 2017-2027 is summarised below.

Strategic Community Plan 2017-2027 Focus Areas	Percentage of actions completed	Percentage of actions in progress/ ongoing	Percentage of actions not started/ deferred
1 Healthy vibrant active communities (People) <i>Improving liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.</i>	0%	93%	7%
2 Enhancing the environment (Place) <i>We value our Kimberley lifestyle and natural environment. We will work to improve the liveability of our towns and their connection to our surrounding environment.</i>	4%	81%	15%
3 Economic prosperity (prosperity) <i>For the Shire to be open for business with a growing and successful economy and jobs for all.</i>	0%	94%	6%
4 Civic leadership (Governance) <i>We will deliver services to the community efficiently, provide leadership and governance</i>	9%	82%	9%

<i>that is future thinking, transparent and accountable.</i>			
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ATTACHMENTS

Attachment 1 - 2019/20 CBP Quarterly Progress Report - October to December 2019 (Q2)

12.3.2. Renewal of Caravan Parks and Camping Grounds Licences

DATE:	25 February 2020
AUTHOR:	Environmental Health Officer
RESPONSIBLE OFFICER:	Nick Kearns, Director Planning and Community Development
FILE NO:	PH.12.5
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the renewal of licences under the Caravan Parks and Camping Grounds Act 1995 for:

- **Bachsten Creek Bush Camp**
- **Digger's Rest Station**
- **Discovery Holiday Park**
- **Drysdale River Station**
- **El Questro Station Township**
- **Ellenbrae Station**
- **Emma Gorge Resort**
- **Hidden Valley Caravan Park**
- **Home Valley Station**
- **Home Valley Station - Pentecost River Camping Ground**
- **Ivanhoe Village Caravan Resort**
- **Kalumburu Mission Camping Ground**
- **Kimberley Wilderness Lodge (Ungolan Camp)**
- **Kimberleyland Waterfront Holiday Park**
- **Kununurra Agricultural Society**
- **Lake Argyle Resort**
- **Lakeside Caravan Park**
- **McGowan Island Beach Resort**
- **Mount Elizabeth Station**
- **Parry Creek Farm Tourist Resort & Caravan Park**
- **Town Caravan Park**
- **Wyndham Town Caravan Park**

Council Decision

Minute Number: 25/02/2020 - 118170

Moved: Cr T Chafer
Seconded: Cr A Petherick

That Council approves the renewal of licences under the Caravan Parks and Camping Grounds Act 1995 for:

- **Bachsten Creek Bush Camp**
- **Digger's Rest Station**
- **Discovery Holiday Park**
- **Drysdale River Station**
- **El Questro Station Township**
- **Ellenbrae Station**
- **Emma Gorge Resort**
- **Hidden Valley Caravan Park**
- **Home Valley Station**
- **Home Valley Station - Pentecost River Camping Ground**
- **Ivanhoe Village Caravan Resort**
- **Kalumburu Mission Camping Ground**
- **Kimberley Wilderness Lodge (Ungolan Camp)**
- **Kimberleyland Waterfront Holiday Park**
- **Kununurra Agricultural Society**
- **Lake Argyle Resort**
- **Lakeside Caravan Park**
- **McGowan Island Beach Resort**
- **Mount Elizabeth Station**
- **Parry Creek Farm Tourist Resort & Caravan Park**
- **Town Caravan Park**
- **Wyndham Town Caravan Park**

Carried: 9/0

PURPOSE

For Council to approve the renewal of licences issued under the Caravan Parks and Camping Grounds Act for:

- Bachsten Creek Bush Camp
- Digger's Rest Station
- Discovery Holiday Park
- Drysdale River Station
- El Questro Station Township
- Ellenbrae Station
- Emma Gorge Resort
- Hidden Valley Caravan Park
- Home Valley Station
- Home Valley Station - Pentecost River Camping Ground
- Ivanhoe Village Caravan Resort
- Kalumburu Mission Camping Ground
- Kimberley Wilderness Lodge (Ungolan Camp)
- Kimberleyland Waterfront Holiday Park
- Kununurra Agricultural Society
- Lake Argyle Resort

- Lakeside Caravan Park
- McGowan Island Beach Resort
- Mount Elizabeth Station
- Parry Creek Farm Tourist Resort & Caravan Park
- Town Caravan Park
- Wyndham Town Caravan Park

Proposed licences are at Attachment 1.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws.

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

Caravan parks and camping grounds must be licenced under the *Caravan Parks and Camping Grounds Act 1995*. Licences remain in force for one year from the day on which the licence was granted or renewed. Licence renewal requires approval by Council.

STATUTORY IMPLICATIONS

Caravan Parks and Camping Grounds Act 1995

6. Caravan park or camping ground not to be operated without a licence
- (1) On and after the appointed day a person must not operate a facility, or a facility of a prescribed type, unless the person holds the appropriate licence under this Act in relation to that facility.
- Penalty: \$5 000.
- (2) In subsection (1) —
- appointed day means such day as is fixed by the Minister by notice published in the *Government Gazette* to be the appointed day for the purpose of that subsection ².
7. Application for the grant or renewal of a licence
- (1) An application for the grant or renewal of a licence for a facility is to be —
- (a) made to the local government in the appropriate prescribed form;
- (b) accompanied by the appropriate fee prescribed; and
- (c) accompanied by any information that the local government reasonably requires for a proper consideration of the application.
- (2) An applicant is to provide the local government with any further information that the local government by notice in writing requires the applicant to provide in respect of an application.
- (3) An applicant must, if required to do so by the local government, verify by statutory declaration any information contained in, or given in connection with, an application.

- (4) Subject to this section, a local government may grant or renew a licence and at any time may impose conditions on that licence.
 - (5) Before granting a licence a local government must ensure that —
 - (a) the applicant has complied with the requirements of this Act;
 - (b) the applicant is the owner of the land on which the facility is situated, or is to be situated, or has the written approval of the owner of that land to apply for a licence.
 - (6) A local government may refuse to renew a licence if —
 - (a) the licence holder has been convicted of an offence against this Act or any other written law relating to caravanning or camping which, in the opinion of the local government, renders the licence holder an unsuitable person to hold a licence;
 - (b) a condition imposed on the licence has been contravened; or
 - (c) the licence was obtained by fraud or misrepresentation.
 - (7) Where a local government refuses to grant or renew a licence it must give notice in writing of that decision to the applicant.
 - (8) Notice of a decision under this section is to state that the applicant or licence holder is entitled to apply to the State Administrative Tribunal for a review of the decision.
8. Duration of licence
- A licence remains in force for the prescribed period unless —
- (a) it is provided otherwise in the licence; or
 - (b) it is cancelled

Caravan Parks and Camping Grounds Regulations 1997

52. Duration of licence

The prescribed period for the purposes of section 8 of the Act is one year from the day on which the licence was granted or renewed.

POLICY IMPLICATIONS

Overflow sites in caravan parks and camping grounds are approved in accordance with Council Policy CP/HTH-3761 Licensing of Overflow Sites in Caravan Parks and Camping Grounds. All licenses have been assessed and comply with this Policy.

FINANCIAL IMPLICATIONS

Majority of owners/operators have paid the licence renewal fees. Those that have not been received will not be sent their licence until the outstanding fees are paid.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 2: Enhancing the environment

Goal 2.3: Make towns safe and inviting for locals and visitors
Strategy 2.3.5: Enforce effective public health and safety

Corporate Business Plan

CBP Action: #340 Manage and provide environmental health

RISK IMPLICATIONS

Risk: Failure to comply with minimum health and safety standards resulting in illness or injury to members of the public.

Control: Inspection by Shire officer and compliance with minimum requirements based on legislative requirements for Nature Based Parks.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

There are no new licences for approval. The renewals are for existing caravan parks and camping grounds. All applications have been assessed and are recommended for renewal.

ATTACHMENTS

Attachment 1 - Proposed Licences - Caravan Parks and Camping Grounds

12.3.3. Taylor's Carnival Temporary Caravan Park Licence Application

DATE:	25 February 2020
AUTHOR:	Environmental Health Officer
RESPONSIBLE OFFICER:	Nick Kearns, Director Planning and Community Development
ASSESSMENT NO:	A7621
FILE NO:	PH.12.5
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Authorises the Acting Chief Executive Officer to sign the application form for the Temporary Caravan Park and Camping Ground Licence for Tyrone Troy Taylor at Lot 510 Ron Hodnett Drive, Kununurra.**
- 2. Grants a temporary caravan park licence to Tyrone Troy Taylor, of Taylor's Carnival for 1 short stay site at the Kununurra Town Oval (Lot 510 Ron Hodnett Drive, Kununurra) from 6 May to 10 May 2020 subject to the following conditions:**
 - 1. Only event staff associated with Taylor's Carnival are to be accommodated on the park.**
 - 2. Taylor's Carnival will utilise the existing ablution facilities at the Kununurra Town Oval. The following minimum ablution facilities are to be available for the duration of the licence: 1 toilet, 1 hand basin and 1 Shower.**
 - 3. All waste water (including sullage water) is to be collected and removed from site to be disposed of at an approved waste water dump point.**
 - 4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish is to be removed from the site.**
 - 5. Fire extinguisher is to be located within 90 metres of the site.**

Council agreed to move the Officer's Recommendation with the additional wording to 2.4. *Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish is to be removed from the site to the approved Landfill site.*

Council Decision

Minute Number: 25/02/2020 - 118171

Moved: Cr J Farquhar

Seconded: Cr T Chafer

That Council:

- 1. Authorises the Acting Chief Executive Officer to sign the application form for the Temporary Caravan Park and Camping Ground Licence for Tyrone Troy Taylor at Lot 510 Ron Hodnett Drive, Kununurra.**
- 2. Grants a temporary caravan park licence to Tyrone Troy Taylor, of Taylor's Carnival for 1 short stay site at the Kununurra Town Oval (Lot 510 Ron Hodnett Drive, Kununurra) from 6 May to 10 May 2020 subject to the following conditions:**
 - 1. Only event staff associated with Taylor's Carnival are to be accommodated on the park.**
 - 2. Taylor's Carnival will utilise the existing ablution facilities at the Kununurra Town Oval. The following minimum ablution facilities are to be available for the duration of the licence: 1 toilet, 1 hand basin and 1 Shower.**
 - 3. All waste water (including sullage water) is to be collected and removed from site to be disposed of at an approved waste water dump point.**
 - 4. Rubbish bins are to be sealed and provided within 90 metres of every site. All rubbish is to be removed from the site to the approved Landfill site.**
 - 5. Fire extinguisher is to be located within 90 metres of the site.**

Carried: 9/0

PURPOSE

For Council to consider an application made by Tyrone Troy Taylor, of Taylor's Carnival for a Temporary Caravan Park and Camping Ground Licence at the Kununurra Town Oval, located at Lot 510 Ron Hodnett Drive, Kununurra.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

The Taylor's Carnival Fun Fair is a travelling carnival that passes through the Shire once a year, and has previously operated at both the Wyndham and Kununurra Town Ovals. The carnival was last held at the Kununurra Town Oval in May 2017 and at the Wyndham Town Oval in April 2016. In 2020, the event will run from 6 May to 10 May 2020 only at the Kununurra Town Oval. As it is a travelling carnival, the participants running the event are required to be accommodated while taking part in the carnival.

Taylor's Carnival has applied for a temporary caravan park and camping ground licence at the Kununurra Town Oval in order to meet the accommodation needs of the event participants. A copy of this application is provided as Attachment 1.

STATUTORY IMPLICATIONS

Caravan Parks and Camping Grounds Act 1995 (the Act)

- s. 7(5) *Before granting a licence a local government must ensure that —*
- (a) *the applicant has complied with the requirements of this Act;*
 - (b) *the applicant is the owner of the land on which the facility is situated, or is to be situated, or has the written approval of the owner of that land to apply for a licence.*

Caravan Parks and Camping Grounds Regulations 1997 (the Regulations)

r. 47. *Applications not dealt with within time are taken to be refused*

(1) *If within —*

- (a) *63 days of receiving an application for a licence; or*
- (b) *35 days of receiving an application for a renewal of a licence, the local government to which the application was made has not informed the applicant whether or not the application has been granted, the applicant may give the chief executive officer of the local government a notice requiring the local government to inform the applicant, within 14 days, whether or not the application is granted.*

(2) *If within 14 days after receiving a notice referred to in subregulation (1), the local government has not informed the applicant whether or not the application is granted, the local government is to be taken to have refused the application and the applicant may make an application for review to the State Administrative Tribunal under section 27 of the Act. r. 54 Temporary licence*

(1) *A local government may, on payment of the fee set out in item 3 of Schedule 3, grant a temporary licence for a facility which is to remain in force for such period of less than one year, as is provided in the licence.*

(2) *A local government is to endorse on a temporary licence for a facility as conditions of the licence —*

- (a) *the maximum number of sites that may be used at the facility;*
- (b) *the maximum number of sites of particular types that may be used at the facility and*
- (c) *the services and facilities that are to be provided.*

POLICY IMPLICATIONS

Council Policy CP/HTH-3762 *Licensing of Temporary Caravan Parks and Camping Grounds* provides guidelines for the approval of temporary licences. The Policy provides for a reduction in amenity and requirements of the Regulations which is considered appropriate as temporary licences are usually issued only for a short time.

FINANCIAL IMPLICATIONS

If Tyrone Troy Taylor is granted a temporary licence, he will be invoiced for a licence fee to be calculated in accordance with Schedule 3 of the Regulations. For the proposed licence the minimum fee of \$100 will be applicable.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 1: Healthy vibrant active communities

Goal 1.1: Bring community together and promote our rich culture and heritage

Strategy 1.1.2: Support and promote an increase in the number of events and activities that encourage a sense of identity, belonging and promote cultural diversity

Goal 2.3: Make towns safe and inviting for locals and visitors

Strategy 2.3.5: Enforce effective public health and safety

Corporate Business Plan

CBP Action: #340 Manage and provide environmental health

RISK IMPLICATIONS

Risk: Failure to comply with minimum health and safety standards resulting in illness or injury to members of the public.

Control: Inspection by Shire officer and compliance with minimum requirements based on legislative requirements.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

The proposed licence meets the requirements and intentions of Council Policy *CP/HTH-3762 Licensing of Temporary Caravan Parks and Camping Grounds*. The licensed area will be occupied only by event staff and participants who stay on site with their equipment.

ATTACHMENTS

Attachment 1 - Taylors Carnival Temporary Caravan Park Licence Application

12.4. CORPORATE SERVICES

12.4.1. List of Accounts Paid From Municipal Fund and Trust Fund

DATE:	25 February 2020
AUTHOR:	Creditors Officer
RESPONSIBLE OFFICER:	Felicity Heading, Acting Director Corporate Services
FILE NO:	FM.09.25
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the listing of accounts paid from the Municipal and Trust funds, being:		
<u>December 2019:</u>		
Municipal EFT 136699 - 136921 (05/12/2019 - 31/12/2019)	\$	1,391,621.10
Municipal Cheques 51985 - 51987 (12/12/2019- 20/12/2019)	\$	2,158.85
Trust Cheques 1246 - 1247 (19/12/2019)	\$	300.00
Trust EFT 501929 - 501940 (02/12/2019 - 23/12/2019)	\$	6,810.35
Payroll - (04/12/2019 - 31/12/2019)	\$	749,519.22
Direct bank debits (02/12/2019 - 31/12/2019)	\$	<u>157,233.46</u>
Total For December 2019	\$	2,307,642.98
<u>January 2020:</u>		
Municipal EFT 136922 - 137112 (02/01/2020 - 31/01/2020)	\$	1,366,065.59
Municipal Cheques 51988 - 51989 (17/01/2020- 23/01/2020)	\$	452.20
Trust EFT 501941 - 501953 (13/01/2020 - 30/01/2020)	\$	8,039.30
Payroll - (15/01/2020 - 31/01/2020)	\$	510,757.48
Direct bank debits (02/01/2020 - 30/01/2020)	\$	<u>99,141.21</u>
Total For January 2020	\$	1,984,455.78

Council Decision

Minute Number: 25/02/2020 - 118172

Moved: Cr G Lodge
Seconded: Cr T Chafer

That Council receives the listing of accounts paid from the Municipal and Trust funds, being:

December 2019:

Municipal EFT 136699 - 136921 (05/12/2019 - 31/12/2019)	\$	1,391,621.10
Municipal Cheques 51985 - 51987 (12/12/2019- 20/12/2019)	\$	2,158.85
Trust Cheques 1246 - 1247 (19/12/2019)	\$	300.00
Trust EFT 501929 - 501940 (02/12/2019 - 23/12/2019)	\$	6,810.35
Payroll - (04/12/2019 - 31/12/2019)	\$	749,519.22
Direct bank debits (02/12/2019 - 31/12/2019)	\$	<u>157,233.46</u>
Total For December 2019	\$	2,307,642.98

January 2020:

Municipal EFT 136922 - 137112 (02/01/2020 - 31/01/2020)	\$	1,366,065.59
Municipal Cheques 51988 - 51989 (17/01/2020- 23/01/2020)	\$	452.20
Trust EFT 501941 - 501953 (13/01/2020 - 30/01/2020)	\$	8,039.30
Payroll - (15/01/2020 - 31/01/2020)	\$	510,757.48
Direct bank debits (02/01/2020 - 30/01/2020)	\$	<u>99,141.21</u>
Total For January 2020	\$	1,984,455.78

Carried: 9/0

PURPOSE

To present the listing of accounts paid from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws.

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

In accordance with Council's Delegations Register 2019/20 which was adopted by Council on 27 August 2019, the Council has delegated to the CEO the exercise of its power under Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996* to make payments from Municipal Fund and Trust Fund.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.42

Local Government (Financial Management) Regulations 1996 – Regulations 5, 11, 12, 12(1)(a) and 13.

POLICY IMPLICATIONS

Sub-delegation 12 "Payments from the Municipal Fund and Trust Fund" applies subject to compliance with *Council Policy CP/FIN-3204 Purchasing*.

FINANCIAL IMPLICATIONS

There are no financial implications arising out of the preparation of this report. The financial implications arising from the payments made from the Municipal and Trust funds have been provided for in the 2019/20 Adopted Budget and any subsequent amendments thereto. This report provides for the ongoing management of the Shire's funds by providing the Council with sufficient information to monitor and review those payments made.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027.

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Strategy 4: Apply best practice financial management to ensure long term sustainability.

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Controls: Annual Financial Audit. Annual Compliance Return to Department of Local Government, Sport and Cultural Industries.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

In accordance with statutory requirements, each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled each month showing: the payee's name; amount of payment; date of payment, and sufficient information to identify the transaction. The list is to be presented to the Council at the next Ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

ATTACHMENTS

Attachment 1 - List of Accounts Paid December 2019

Attachment 2 - List of Accounts Paid January 2020

12.4.2. Monthly Financial Reports December 2019 and January 2020

DATE:	25 February 2020
AUTHOR:	Acting Director Corporate Services
RESPONSIBLE OFFICER:	Felicity Heading, Acting Director Corporate Services
FILE NO:	FM.09.25
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Monthly Financial Reports for the period ended 31 December 2019 and the period ended 31 January 2020.

Council Decision

Minute Number: 25/02/2020 - 118173

**Moved: Cr A Petherick
Seconded: Cr M Dear**

That Council receives the Monthly Financial Reports for the period ended 31 December 2019 and the period ended 31 January 2020.

Carried: 9/0

PURPOSE

For Council to receive the Monthly Financial Reports for the period ended 31 December 2019 and the period ended 31 January 2020.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

Council is to prepare monthly financial reports as required by section 34 of the *Local Government (Financial Management Regulations) 1996*.

At the 25 June 2019 Ordinary Council Meeting, the Council resolved the following:

COUNCIL DECISION

Minute Number: 25/06/2019-118046

Moved: Cr G Lodge

Seconded: Cr J Farquhar

That Council, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, approves the materiality level for monthly reporting to be set at +/- 10% and +/- \$20,000 at account level and +/- 10% and +/- \$100,000 at financial statement level.

Carried 9/0

These materiality levels have been applied in the preparation of this report.

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4.

Local Government (Financial Management) Regulations 1996, Regulation 34.

POLICY IMPLICATIONS

CP/FIN-3201 Significant Accounting Policies has been applied in the preparation of the report.

FINANCIAL IMPLICATIONS

There are no additional costs associated with the preparation of this report. Monthly financial reporting is a primary financial management and control process. This report provides Council with the ability to oversee the Shire's financial performance against budgeted targets.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Annual audit performed.

COMMUNITY ENGAGEMENT

The Shire of Wyndham East Kimberley's *CP/GOV-3100 Community Engagement Policy* has been considered in relation to this item.

No community engagement is required.

COMMENTS

Comments in relation to budget to actual variances are included as notes in the Financial Report attached.

ATTACHMENTS

Attachment 1 - Monthly Financial Report December 2019
Attachment 2 - Monthly Financial Report January 2020

12.4.3. 2019/20 Mid Year Budget Review Report

DATE:	25 February 2020
AUTHORS:	Acting Director Corporate Services
RESPONSIBLE OFFICER:	Felicity Heading, Acting Director Corporate Services
FILE NO:	FM.05.19
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Receives the 2019/20 Mid Year Budget Review Report for the period ended 31 December 2019;
2. Approves the budget amendments as detailed in Attachment 1.

Council Decision

Minute Number: 25/02/2020 - 118174

Moved: Cr G Lodge
Seconded: Cr T Chafer

That Council:

1. Receives the 2019/20 Mid Year Budget Review Report for the period ended 31 December 2019;
2. Approves the budget amendments as detailed in Attachment 1.

Carried: 9/0

PURPOSE

To consider and adopt the proposed amendments to the 2019/20 Budget arising from the 2019/20 Mid-Year Budget Review process.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Regulator - enforce state legislation and local laws

BACKGROUND/ PREVIOUS CONSIDERATIONS BY COUNCIL/ COMMITTEE

In preparing the 2019/20 Municipal Fund Budget Shire officers follow a rigorous process from which estimates of income and expenditure for the 2019/20 financial year are determined. As the preparation of the budget is based on estimates of what the financial position of the Shire is at 30 June 2019, once the 2019 financial audit was completed after 30 June 2019, Shire Officers had to consider differences between the forecast data used in preparing the 2019/20 Budget and the estimates used. A report was put to Council at the Ordinary Council Meeting on 19 November 2019 where the 2019/20 Adopted Budget was amended to take into account changes to the forecast opening position at 1 July 2019.

COUNCIL DECISION

Minute Number: 19/11/2019 - 118132

Moved: Cr J Farquhar

Seconded: Cr N Brook

That Council adopt the changes to the Municipal Fund Budget 2019/20 as detailed in Annexure 2

Carried: 6/0

The starting point for the Mid Year Budget Review is therefore the budget as amended after the 19 November 2019 Ordinary Council Meeting.

The Department of Local Government and Communities has issued Circular No. 06/2006 to provide local governments with information about the budget review process. The following paragraph is a key point from the circular:

“A budget review is a detailed comparison of the year to date actual results with the adopted budget. It establishes whether a local government continues meeting its budget commitments: is in receipt of income and incurs expenditure in accordance with the adopted budget.”

A detailed review of the financial position and operations for the period to 31 December 2019 has been undertaken identifying the reasons for significant variances and the action required to address them. The attachment contains the details of the Officer recommendations and is now presented to Council for its consideration.

Officers have ensured that Council resolutions presented during the 2019/20 financial year have been considered in this Mid Year Budget Review. Changes to the Adopted Budget are proposed by Officers where they believe that circumstances have occurred that impact permanently on the budget position for the financial year under review.

STATUTORY IMPLICATIONS

Local Government Act, 1995:

6.8. Expenditure from municipal fund not included in annual budget

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

- a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- b) is authorised in advance by resolution*;
- c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) — **additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

- 2) Where expenditure has been incurred by a local government —
 - a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council
 - c) [Section 6.8 amended by No. 1 of 1998 s. 19.]

Local Government (Financial Management) Regulations 1996:

Regulation 32 - Amounts which may be excluded when calculating budget deficiency (Act s. 6.2(3)):

A local government may exclude from the calculation of the budget deficiency —

- a) money borrowed or to be borrowed, to the extent that it is proposed in the annual budget to remain unspent at the end of the financial year; and
- b) reserves, to the extent that they are proposed in the annual budget to remain unspent at the end of the financial year; and
- c) in relation to a land transaction or trading undertaking, assets and liabilities, to the extent to which they are proposed in the annual budget to remain restricted to the purposes of the land transaction or trading undertaking at the end of the financial year; and
- d) any proposed amounts of depreciation of non-current assets; and
- e) assets from grants or gifts or non-cash revenue or expenditure; and
- f) current liabilities which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain uncleared at the end of the financial year; and
- g) any other current assets which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain unused at the end of the financial year.

Regulation 33A - Review of Budget:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

After taking into account all adjustments considered to be permanent changes to the budget position for the 2019/20 financial year, the overall adjustment to the budget is estimated to be additional funds of \$370,147.

The allocation of these funds is additional operating revenue of \$21,436 offsetting the provision for additional operating expenditure of \$68,163. The net position estimated on a conservative basis for operating revenue and expenses is a deficit of \$46,727. Shire Officers are confident that this will reverse by the financial year end.

With respect to the capital program, additional revenue for the purposes of capital works of \$388,916 has been received and adjustments to capital expenditure with net budget savings of \$27,958. The net result is budget surplus estimated for the financial year end of \$416,874.

The funding impact of these amendments is a net surplus of \$96,765 in Municipal funds and a transfer to Reserves of \$273,382. The details of these changes are discussed below in the Comments section.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Annual financial audit.

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.

COMMUNITY ENGAGEMENT

No community engagement is required.

COMMENTS

The Mid Year Budget Review examined both the operating income and expenditure of the Shire, and its capital works program for the 2019/20 year to 31 December 2019. The review has been carried out on a basis consistent with prior financial years. As stated above, the current estimate of the financial year end budget position is that there will be additional funds over what was budgeted of approximately \$370,174. Of this \$416,874 relate to additional capital funding and a deficit of \$46,727 on operational funds. It must be stressed that this is a conservative estimate of the financial position on an operational basis and Shire Officers are confident that there will not be a deficit to budgeted expenditure at the financial year end.

The receipt of the additional funds does not mean that there are surplus funds available to be allocated to new projects. A major portion of the additional funds received is for capital items that will be quarantined in reserves or carried over to capital works projects in the next financial year. The main items that comprise this are the Regional Airport Screening Grant of \$255,000 which will be placed into the Airport Reserve, the \$110,517 from Main Roads Western Australia which will be carried forward as municipal funds for road projects and a net amount of \$111,500 for plant and equipment that will be carried forward as both municipal funds and Plant and Equipment Reserve to the 2020/21 financial year to fund the plant renewal program. A net amount of \$273,382 is estimated to be transferred to reserves and carried forward to 2020/21 out of the \$370,147 estimated additional budget funds.

From the examination of the detailed financial records the following adjustments to budget allocations for additional revenue to be received and additional expenses expected are required:

Operating Budget

1. Additional operating revenue is expected totalling \$21,436 made up of the following adjustments:
 - Grants Commission General Purpose Grant (\$80,602)
 - Grants Commission - Local Road Funding Grant \$47,038
 - Other Income - Public Works \$55,000

2. Additional operational expenditure is required totalling (\$68,163) as follows:
 - Wyndham Youth Program - Indigenous Hip Hop Project (\$6,700)
 - Joint Use Contributions - Libraries (\$7,963)
 - Strategic Land Use Planning - Priority Ag. Land project (\$30,000)
 - Members Expenses - Training (\$10,000)
 - Subscriptions - Engineering Standards (\$8,500)
 - Transfer of land O'Donnell Street Wyndham (\$5,000)

Capital Works Budget

1. Additional revenue for Capital works is expected totalling \$388,916 made up of the following adjustments:

● MRWA Direct Grants	\$110,517
● Regional Airport Security Screening Fund Grant	\$255,000
● Regional Airport Upgrade Fund Grant	\$41,466
● E-Waste Cages Grant funding not received	(\$18,067)

2. Additional Capital expenditure and is required totalling \$27,958 made up of the following adjustments:

● Heavy Plant Purchase - savings	\$125,000
● Medium Plant Purchase - savings	\$13,000
● Medium Plant - Trade Value	(\$1,000)
● Light Plant Purchase	(\$33,000)
● Light Plant Trade Value - savings	\$7,500
● Airport Plant - Purchase replacement plant	(\$30,000)
● E-Waste Cages - savings	\$7,528
● Wyndham Parks Upgrade	(\$18,600)
● Airport Runway Lighting - Wyndham - savings	\$26,268
● Airport Outbuilding Demolition - Wyndham - savings	\$14,421
● Airport Runway Extension - Consultancy	(\$36,234)
● Bridge 5116 - Final payment for 2018/19 works	(\$46,925)

The Attachment listed below details the financial information provided in the commentary above.

ATTACHMENTS

Attachment 1 - 2019/20 Mid Year Budget Review

12.5. INFRASTRUCTURE

NIL

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

NIL

**15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY
DECISION**

NIL

16. MATTERS BEHIND CLOSED DOORS

NIL

17. CLOSURE

The Shire President declared the meeting closed at 6:20pm.