



ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS,
953 SOUTH COAST HIGHWAY, DENMARK
ON TUESDAY, 17 OCTOBER 2017.

Contents	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ANNOUNCEMENTS BY THE PERSON PRESIDING	3
4. PUBLIC QUESTION TIME	3
4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.2 PUBLIC QUESTIONS	4
4.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	5
4.4 PRESENTATION, DEPUTATIONS & PETITIONS	5
5. APPLICATIONS FOR LEAVE OF ABSENCE	5
6. CONFIRMATION OF MINUTES & NOTES	6
6.1 ORDINARY COUNCIL MEETING – 19 SEPTEMBER 2017	6
6.3 STRATEGIC BRIEFING NOTES – 19 SEPTEMBER 2017	6
7. ELECTED MEMBERS MOTIONS OF WHICH PRE NOTICE HAS BEEN GIVEN	6
7.1 CR WRIGHT - POWER OUTAGES IN THE SHIRE OF DENMARK	6
8. REPORTS OF OFFICERS	7
8.1 DIRECTOR OF PLANNING & SUSTAINABILITY	7
8.1.1 SCHEME AMENDMENT REQUEST: REMOVAL OF CONDITION XXIV) FROM THE "TOURIST (T1)" ZONE PROVISIONS – NO. 429 (LOT 2) MOUNT SHADFORTH ROAD, SHADFORTH	7
8.2 DIRECTOR OF COMMUNITY & REGULATORY SERVICES - Nil	11
8.3 DIRECTOR OF INFRASTRUCTURE SERVICES - Nil	11
8.4 DIRECTOR OF FINANCE & ADMINISTRATION	11
8.4.1 FINANCIAL STATEMENT FOR THE MONTH ENDING 31 AUGUST 2017	11
8.5 CHIEF EXECUTIVE OFFICER	14
8.5.1 BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM	14
8.5.2 LOWER GREAT SOUTHERN ECONOMIC ALLIANCE – LOCAL TOURISM ORGANISATION MODEL	18
8.5.3 ASSET MANAGEMENT POLICY AND ASSET MANAGEMENT STRATEGY	22
9. COMMITTEE REPORTS & RECOMMENDATIONS	26
10. MATTERS BEHIND CLOSED DOORS	26
10.1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW	26
11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	28
12. CLOSURE	28

Ordinary Council Meeting

17 October 2017

DISCLAIMER

These minutes and resolutions are subject to confirmation by Council and therefore prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

4.00pm – The Shire President, Cr Morrell, declared the meeting open.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

- Cr David Morrell (Shire President)
- Cr Mark Allen
- Cr Peter Caron
- Cr Ceinwen Gearon (Deputy Shire President)
- Cr Jan Lewis
- Cr Janine Phillips
- Cr Rob Whooley
- Cr Clem Wright

STAFF:

- Mr Bill Parker (Chief Executive Officer)
- Mr Gilbert Arlandoo (Director of Infrastructure Services)
- Mr Cary Green (Director of Finance & Administration)
- Mrs Annette Harbron (Director of Planning & Sustainability)
- Mr Graham Blackmore (Acting Director of Community & Regulatory Services)
- Ms Claire Thompson (Executive Assistant)

APOLOGIES:

- Cr Yasmin Bartlett

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

- Members of the public in attendance at the commencement of the meeting: 19
- Members of the press in attendance at the commencement of the meeting: 1

DECLARATIONS OF INTEREST:

Name	Item No	Interest	Nature
Mr Bill Parker	10.1	Financial	The item relates to Mr Parker's employment contract.

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask

questions of Council. The procedure for public question time can be found on the wall near the entrance to the Council Chambers or can be downloaded from our website at <http://www.denmark.wa.gov.au/council-meetings>.

Questions from the public are invited and welcomed at this point of the Agenda.

In accordance with clause 3.2 (2) & (3) of the Shire of Denmark Standing Orders Local Law, a second Public Question Time will be held, if required and the meeting is not concluded prior, at approximately 6.00pm.

Questions from the Public

4.2.1 Mr Graeme Robertson – Item 8.1.1 (Scheme Amendment Request: Removal of Condition XXIV) From the “Tourist (T1)” Zone Provisions – No. 429 (Lot 2) Mount Shadforth Road, Shadforth)

Mr Robertson gave an overview of the history of the project and that there was one element of the officer’s recommendation that he was not happy with. Mr Robertson stated that he had spoken with some individual Councillors and hoped that there would be an amendment to the officer’s recommendation.

4.2.2 Ms Liz Jack – Item 7.1 (Power Outages in the Shire of Denmark) & Item 8.5.2 (Lower Great Southern Economic Alliance – Local Tourism Organisation Model)

Ms Jack, from the Denmark Chamber of Commerce, noted that local businesses were also greatly affected by power outages in Denmark. Ms Jack asked whether the Denmark Chamber of Commerce could be kept informed of any information that the Shire gained from Western Power so that they could then inform their members.

Ms Jack noted the importance of having the right structure in place to support tourism in the three Shires and expressed support for the Shire’s contribution towards the initiative. Ms Jack said that she hoped that any new organisation created worked together with existing local organisations such as the Denmark Chamber of Commerce, Denmark Environment Centre and Denmark Arts to name a few.

4.2.3 Dr Cyril Edwards – Item 8.5.3 (Asset Management Policy and Asset Management Strategy)

Dr Edwards noted that many of the assets provided to volunteer fire brigades within the Shire were funded through the Department of Fire & Emergency Services and asked how the Shire was going to manage them.

The Chief Executive Officer advised that the policy position was that only assets with a value of over \$5,000 would be included however the Shire would need to consider the bush fire brigade assets when the Asset Management Plan was being developed.

Dr Edwards noted that the Local Government Election was being held on the weekend and congratulated the current Council for their work.

4.2.4 Mr Brian Humphries – Fire Management Notice & Power Outages

Mr Humphries congratulated the Council on the good job that they have been doing.

Mr Humphries asked why the Fire Management Notice hadn't been distributed yet.

The Acting Director of Community & Regulatory Services advised that the Notices had been mailed and that ratepayers who were on the email rate notice service had already been emailed theirs.

Mr Humphries referred to the power outage earlier in the week and stated that he had been concerned when he realised that they had had no phone service because the phones were connected through the NBN. Mr Humphries stated that he believed that not to have contact during an emergency would be problem.

The Chief Executive Officer responded that whilst it was not a Shire responsibility he would be happy to make some enquiries on behalf of the community however, Mr Parker noted that he believed that the responsible agencies were already aware of the issue.

4.2.5 Mr Tony Pedro – Thank you & Prescribed Burn at William Bay

Mr Pedro thanked the Council for creating an environment where the community felt comfortable to raise any concerns with them and he had felt that Council had listened to him.

Mr Pedro referred to a prescribed burn at William Bay which he believed was scheduled to occur during summer and wondered why the Department of Biodiversity, Conservation and Attractions would be burning a popular beach during tourism season. Mr Pedro suggested that if Council could express the concern to the Department rather than him then they might be listened to.

4.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

4.4 PRESENTATIONS, DEPUTATIONS & PETITIONS

In accordance with Section 5.24 of the Local Government Act 1995, Sections 5, 6 and 7 of the Local Government (Administration) Regulations and section 3.3 and 3.13 of the Shire of Denmark Standing Orders Local Law, the procedure for persons seeking a deputation and for the Presiding Officer of a Council Meeting dealing with Presentations, Deputations and Petitions shall be as per Council Policy P040118 which can be downloaded from Council's website at <http://www.denmark.wa.gov.au/council-meetings>.

In summary however, prior approval of the Presiding Person is required and deputations should be for no longer than 15 minutes and by a maximum of two persons addressing the Council.

Nil.

5. APPLICATIONS FOR FUTURE LEAVE OF ABSENCE

A Council may, by resolution, grant leave of absence, to a member, for future meetings.

6. CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 6.1
MOVED: CR CARON	SECONDED: CR ALLEN
That the minutes of the Ordinary Meeting of Council held on the 19 September 2017 be confirmed as a true and correct record of the proceedings.	
CARRIED UNANIMOUSLY: 8/0	Res: 011017

6.2 STRATEGIC BRIEFING NOTES

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 6.2
MOVED: CR CARON	SECONDED: CR WHOOLEY
That the Notes from the Strategic Briefing held on 19 September 2017 be received.	
CARRIED UNANIMOUSLY: 8/0	Res: 021017

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

The following Notice of Motion was received by the Chief Executive Officer in writing on the 19 September 2017 and therefore complies with the Shire of Denmark Standing Orders Local Law clause 3.9.

7.1 POWER OUTAGES IN THE SHIRE OF DENMARK
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File Ref:	GOV.37
Applicant / Proponent:	Cr Wright
Subject Land / Locality:	Shire of Denmark
Disclosure of Officer Interest:	Nil
Date:	9 October 2017
Author:	Cr Wright
Attachments:	Nil

COUNCIL RESOLUTION & CR WRIGHT'S NOTICE OF MOTION	ITEM 7.1
MOVED: CR WRIGHT	SECONDED: CR PHILLIPS
That the Chief Executive Officer seek a meeting with Western Power representatives at the earliest opportunity to discuss power outages in the Shire of Denmark. The aim is to identify practical steps that can be taken in the near future to reduce the frequency and impact of power outages on both residents and businesses in the Shire. A small delegation including Councillors and Shire Officers should attend the meeting.	
CARRIED UNANIMOUSLY: 8/0	Res: 031017

8. REPORTS OF OFFICERS

8.1 Director of Planning & Sustainability

8.1.1 SCHEME AMENDMENT REQUEST: REMOVAL OF CONDITION XXIV) FROM THE “TOURIST (T1)” ZONE PROVISIONS – NO. 429 (LOT 2) MOUNT SHADFORTH ROAD, SHADFORTH

File Ref:	A5668
Applicant / Proponent:	Williams Consulting on behalf of Bennett Range Pastoral Co. P/L
Subject Land / Locality:	No. 429 (Lot 2) Mount Shadforth Road, Shadforth
Disclosure of Officer Interest:	Nil
Date:	9 October 2017
Author:	Annette Harbron, Director of Planning & Sustainability
Authorising Officer:	Annette Harbron, Director of Planning & Sustainability
Attachments:	8.1.1a – SAR Documentation 8.1.1b – Karri Mia Tourist Zone Provisions and Development Plan 8.1.1c – Schedule of Submissions 8.1.1d – Addendum to SAR Documentation

Summary:

Planning Services have received a Scheme Amendment Request (SAR) to amend Town Planning Scheme No. 3 (TPS No. 3) by removing Condition xxiv) from the current “Tourist (T1)” zone provisions that relate to No. 429 (Lot 2) Mount Shadforth Road, Shadforth (referred to in the T1 zone provisions as Lot 84 (proposed Lot 2)).

After due consideration of the proposal, and the applicant’s subsequent agreeance following discussions with the Department of Planning to remove part of Condition iii)(b) that provided the ability for a chalet and dwelling to be constructed at the same time, it is recommended that the SAR be supported.

Background:

Current Application

The SAR to remove Condition xxiv) from the current “Tourist (T1)” zone provisions in TPS No. 3 was lodged with Planning Services in March 2017 – refer Attachment 8.1.1a.

Attached as Attachment 8.1.1b are the “Tourist (T1)” zone provisions and the associated Development Plan.

It should be noted that Condition xxiv) was added into TPS No. 3 as part of the Western Australian Planning Commission/Minister for Planning’s consideration of Scheme Amendment 131 – being the scheme amendment that provided for the current revised Development Plan for the Karri Mia Tourist Zone site and associated special conditions. This was to ensure that the potential for vacant strata lots not being developed in the way intended for tourism purposes was avoided and removed future pressure for conversion to residential use should holiday accommodation not be developed on the site in a reasonable timeframe.

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council’s Community Engagement Policy P040123 and the associated Framework, as well as Council Policy P100601: Scheme Amendment Requests, and undertook the following consultation to seek initial comments:

- Department of Planning (now referred to as the Department of Planning, Lands and Heritage (Planning));
- Department of Environment Regulation (now referred to as the Department of Water and Environmental Regulation (Environmental Regulation)); and
- Tourism WA.

At the end of the comment period, three (3) submissions were received – refer Attachment 8.1.1c. With regards to the Department of Planning’s submission, the original submission was not in favour of the proposal; as a result the applicant undertook further consultation with the Department of Planning and following such consultation, including further information being provided in support of the proposal (refer Attachment 8.1.1d), the Department of Planning provided a new submission which provided options for the applicant’s consideration.

Statutory Obligations:

The SAR process is not a statutory process under any planning legislation. It is used by the Shire of Denmark as a precursor to the formal scheme amendment process. It is designed to provide a proponent with a simple and informal assessment of a proposal to gauge the views and comments of the Shire and other Government agencies on the merits and likely support to be expected.

Should Council support the SAR proposal, it will progress to a formal scheme amendment where a statutory process in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* applies.

Policy Implications:

The following Town Planning Scheme Policies and Council Policies are relevant and have been taken into account as part of Planning Services consideration of the proposal:

- P100601: Scheme Amendment Requests
- P130201: Tourism Policy
- Town Planning Scheme Policy No. 46: Karri Mia Tourist Zone Design Guidelines

WAPC Planning Bulletin 83/2013: Planning for Tourism (January 2013) is generally relevant to this application and has been considered as part of Planning Services consideration of this proposal.

Budget / Financial Implications:

Fees associated with the SAR have been paid as per Council’s 2016/17 Fees and Charges Schedule (being the operative fees and charges at the time the SAR was lodged).

Strategic & Corporate Plan Implications:

The site is designated in the Shire of Denmark’s Local Planning Strategy (2011) as ‘Tourist’ in recognition of it being a locally recognised strategic tourist site. The proposal is consistent with the expectations of the designation.

The report and officer recommendation is consistent with Council’s adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

Economic Objective: Denmark’s economy is diverse and vibrant – its primate industries of tourism and agriculture rely on and enjoy natural and other assets that are sensibly managed and promoted.

Economic Goal: Development – that the Shire of Denmark closely monitor development and associated infrastructure needs in the region, and acts in conjunction with other authorities and agencies to plan development which is sensitive, timely and appropriate to the community’s needs.

Economic Goal: Tourism – that the Shire of Denmark acknowledge the importance of tourism to the region, and by innovative policies, practices and partnerships, facilitates and encourages the greater year-round sustainability of tourism, whilst monitoring and managing its impacts.

Governance Objective: The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

Governance Goal: Planning – that the Shire of Denmark work with other relevant authorities and agencies to develop and implement planning policies and decisions that not only reflect the wishes of the community, but also provide the region with appropriate development options.

Corporate Business Plan

3.2.2 Work with other Government bodies on Local and State regional planning and development issues.

3.2.6 Provide supportive planning and development guidance on appropriate major land developments.

3.7.1 Continue to support new sustainable tourism development (across accommodation, activity, attraction, amenity, access sectors) that will contribute to growth in tourism; as well as supporting improvements to existing tourism.

4.1.1 Ensure quality, consistent and responsive development and building assessment approval processes and enforcement.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

Tourism is a significant contributor to Denmark’s economy.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not support the Scheme Amendment Request.	Possible (3)	Minor (2)	Moderate (5-9)	Not Meeting Community expectations	Accept Officer Recommendation

Comment/Conclusion:

Following review of the Department of Planning’s latest submission and the associated options, the applicant has advised that they would be prepared to accept Option 1 (being removal of part clause (iii)(b)) as referenced in the Department of Planning’s updated submission. On this basis it is considered that the intent for the inclusion of Condition xxiv) at the time of consideration of Scheme Amendment 131 is still satisfactorily addressed whilst allowing the purchaser of a strata lot the ability to develop the site as they desire as such – noting that the development principles for the site are provided for within the “Tourist (T1)” zone provisions, the approved Tourist Development Plan and Town Planning Scheme Policy No. 46: Karri Mia Tourist Zone Design Guidelines.

Voting Requirements:

Simple majority.

OFFICER RECOMMENDATION

ITEM 8.1.1

That with respect to the Scheme Amendment Request to remove Condition xxiv) from the “Tourist (T1)” zone provisions as they relate to No. 429 (Lot 2) Mount Shadforth Road, Shadforth, Council resolves to in-principally support the proposal subject to the second sentence of Condition iii)(b) being deleted as part of any Scheme Amendment proposal.

COUNCIL RESOLUTION

ITEM 8.1.1

MOVED: CR LEWIS

SECONDED: CR CARON

That with respect to the Scheme Amendment Request to remove Condition xxiv) from the “Tourist (T1)” zone provisions as they relate to No. 429 (Lot 2) Mount Shadforth Road, Shadforth, Council resolves to in-principally support the proposal.

CARRIED: 7/1

Res: 041017

Pursuant to Resolution No.031115 all Councillors’ votes on the above resolution are recorded as follows;

FOR: Cr Lewis, Cr Caron, Cr Gearon, Cr Wright, Cr Phillips, Cr Whooley & Cr Allen.

AGAINST: Cr Morrell.

REASONS FOR CHANGE

Council acknowledges that it is very much their role to support and encourage opportunities for economic development in the Shire of Denmark. We must always take the opportunity to support out local businesses and be timely in that support.

Council is predisposed to see the Karri Mia development succeed, particularly as its success will support the tourism industry. Council therefore supports clause (iii) (b) remaining in its entirety for the following reasons:

- 1. Disallowing the Holiday Accommodation (chalet) and the grouped residence to be constructed concurrently could increase the time that the chalet remains uninhabitable due to the continuing ‘construction site’ status of the lot during the subsequent building of the residence.*
- 2. The completed chalet may be undesirable to holiday renters due to the disruption caused during the subsequent construction of the residence.*
- 3. Opportunity cost of building the chalet and the grouped residence concurrently in terms of overall length of time to complete the project and potential associated cost savings.*

Additionally Council are satisfied that the first sentence of clause (iii) (b), (copied below), gives Council the ability to ensure this development proceeds in line with the intent of the Tourist zoning:

“A group dwelling will not be approved on a strata lot unless a minimum of one (1) Holiday Accommodation (chalet) building has first been approved, constructed and made available for short stay accommodation purposes on the strata lot.”

8.2 Director of Community & Regulatory Services

Nil

8.3 Director of Infrastructure Services

Nil

8.4 Director of Finance & Administration

8.4.1 FINANCIAL STATEMENT FOR THE MONTH ENDING 31 AUGUST 2017	
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File Ref:	FIN.1
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Denmark
Disclosure of Officer Interest:	Nil
Date:	2 October 2017
Author:	Steve Broad, Accountant
Authorising Officer:	Cary Green, Director of Finance & Administration
Attachments:	8.4.1 – August Monthly Financial Report

Summary:

It is a requirement of the Local Government Act 1995 that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Shire’s finances. In addition, Council is required to review the Municipal Budget on a six monthly basis to ensure that income and expenditure is in keeping with budget forecasts. It should be noted that the budget is monitored on a monthly basis in addition to the requirement for a half yearly review.

The attached financial statements and supporting information are presented for the consideration of Elected Members. Council staff welcome enquiries in regard to the information contained within these reports.

Background:

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified;

- Reconciliation of all bank accounts.
- Reconciliation of the Rates Book, including outstanding debtors and the raising of interim rates.
- Reconciliation of all assets and liabilities, including payroll, taxation and postal services.
- Reconciliation of the Sundry Debtors and Creditors Ledger.
- Reconciliation of the Stock Ledger.
- Completion of all Works Costing transactions, including allocation of costs from the Ledger to the various works chart of accounts.

Consultation:

Nil

Statutory Obligations:

Local Government Act 1995 Section 5.25 (1)

Local Government (Financial Management) Regulations 1996

The attached statements are prepared in accordance with the requirements of the Local Government Act 1995.

Policy Implications:

Policy P040222 - Material Variances in Budget and Actual Expenditure, relates

For the purposes of Local Government (Financial Management) Regulation 34 regarding levels of variances for financial reporting, Council adopt a variance of 10% or greater of the annual budget for each program area in the budget, as a level that requires an explanation or report, with a minimum dollar variance of \$10,000.

The material variance is calculated by comparing budget estimates to the end of month actual amounts of expenditure, revenue and income to the end of the month to which the financial statement relates.

This same figure is also to be used in the Annual Budget Review to be undertaken after the first six months of the financial year to assess how the budget has progressed and to estimate the end of the financial year position.

A second tier reporting approach shall be a variance of 10% or greater of the annual budget estimates to the end of the month to which the report refers for each General Ledger/Job Account in the budget, as a level that requires an explanation, with a minimum dollar variance of \$10,000.

Budget / Financial Implications:

There are no significant trends or issues to be reported.

Strategic & Corporate Plan Implications:

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

Governance Objective: The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

Corporate Business Plan

4.4.12 Provide statutory and other relevant information to internal and external stakeholders on a timely basis.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
Financial mismanagement and/or Budget overruns.	Rare (1)	Moderate (3)	Low (1-4)	Inadequate Financial, Accounting or Business Acumen	Control through robust systems with internal controls and appropriate reporting mechanisms

Comment/Conclusion:

As at 31 August 2017 total cash funds held total \$12,265,191 (Note 4).

Shire Trust Funds total \$194,927.

- \$179,025 of this is invested for 6 months with the National Bank, maturing 21 December 2017 at the quoted rate of 2.40%.

Reserve Funds (restricted) total \$10,663,149

- \$7,074,060 of this has been placed on investment for 30 days with the Western Australian Treasury Corporation at the quoted rate of 1.45%,
- \$3,000,724 has been invested with the National Bank, maturing 25 September 2017 at the quoted rate of 2.40% and
- \$588,365 has been invested with the National Bank, maturing 4 September 2017 at the quoted rate of 2.40%.

Municipal Funds (unrestricted) total \$1,767,114

- \$847,848 of this is invested with the National Bank, maturing on various dates up to the 23 September 2017 at an average rate of 1.93% (refer note 4 for detail).

Key Financial Indicators at a Glance

As the 2017/18 Municipal Budget was only adopted on 18 July 2017 there is very little activity available for comparison purposes.

- Taking into consideration the adopted Municipal Budget and subsequent mid- year budget review amendments identified (Note 5), the 30 June 2018 end of year position is estimated to be \$0 as per budget projections (Statement of Financial Activity).
- Operating revenue and expenditure is in line with that predicted for 31 August 2017 (Statement of Financial Activity).
- Rates Collection percentage of 20.29% is in keeping with historical collection rates (Note 6).
- The 2017/18 Capital Works Program is 0.21% complete utilising actual year to date figures and total committed cost is 4.55% at 31 August 2017 (Note 12).
- Various transfers to and from Reserve Funds have not been made for 2017/18 and are generally undertaken in the latter half of the financial year, depending on specific projects to which these transfers relate.

- Salaries and Wages expenditure is in keeping with budget estimates (not reported specifically in Financial Statement).

Budget Amendments and Variances (Note 5 and 5a)

As detailed in Note 5a.

Voting Requirements:

Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION		ITEM 8.4.1
MOVED: CR WRIGHT		SECONDED: CR ALLEN
That with respect to Financial Statements for the month ending August 2017, Council;		
1. Receive the Financial Reports, incorporating the Statement of Financial Activity and other supporting documentation.		
2. Endorse the Accounts for Payment for August 2017 as listed.		
CARRIED UNANIMOUSLY: 8/0		Res: 051017

8.5 Chief Executive Officer

8.5.1 BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM	
File Ref:	FIRE.1
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Shire of Denmark
Disclosure of Officer Interest:	Nil
Date:	9 October 2017
Author:	Bill Parker, Chief Executive Officer
Authorising Officer:	Bill Parker, Chief Executive Officer
Attachments:	8.5.1 - Bushfire Risk Management Planning Program Grant Agreement (Confidential to Councillors)

Summary:

On 21st September 2017, the Shire of Denmark received formal notification that the Bushfire Risk Management Planning Program was successful in receiving State Government Funding for 2017/18.

The Shire of Denmark is fortunate to have been included in this program, and has subsequently received a grant agreement for approval.

In accordance with Delegation D040223, grants that have not been accounted for in the statutory budget process shall not be accepted without Council's endorsement. This item seeks that endorsement.

Background:

The Bushfire Risk Management Planning Program is a state-wide program led by the Department of Fire and Emergency Services (DFES) to support local governments to develop and implement an integrated bushfire risk management planning framework for their local area.

The Program:

- Was initiated in 2013 to address recommendations made by the Keelty Report.
- Supports local government to fulfil their responsibilities under the State Emergency Plan for Fire (Westplan Fire) and State Emergency Management Policy 2.9 Management of Emergency Risks by developing a bushfire risk management plan for their area.

- Aims to reduce bushfire-related risks across local government by identifying assets at risk and assigning treatment options that are best suited to the local community and environment.
- Was piloted in four local governments between February and July 2014 to prove the framework and tools, inform development of a software solution and confirm the ongoing support requirements for extension of the Program to additional local governments.

In September 2017, the Shire of Denmark received formal notification that the Bushfire Risk Management Planning Program was successful in receiving State Government Funding for 2017/18.

The Shire of Denmark is fortunate to have been included in this program, and has subsequently received a grant agreement for approval.

The approved purpose of the grant is to enable the Shire of Denmark to purchase items and pay the salary of a Planning Coordinator to undertake bushfire risk management planning activities. This includes the delivery of a treatment plan in response to identified risks.

The total amount of grant funds is \$136,791.60 and covers salary and wages, on costs, computer hardware, telephone usage, vehicle costs etc.

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

The development and delivery of the project will involve significant community consultation. The level of consultation will be established during the project planning phase.

Statutory Obligations:

Section 6.8 (1) of the Local Government Act 1995, applies to this item;

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*; or

(c) Is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

In addition to the Local Government Act requirements, Council has Delegation D040223 - Grants and Subsidies. This delegation states that;

"The Chief Executive Officer is delegated authority to make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council, for projects that are not included in the Municipal Budget. In exercising this delegated authority the following conditions shall be observed:

1. *The grant/subsidy shall not be accepted without Council's endorsement.*
2. *The undertaking is to be in accordance with Council's established strategic objectives".*

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

The financial implications of the recommendation would be to amend the 2017/18 Annual Budget to include the following:

G/L 1510112	(Expense) Bushfire Risk Management Planning Program	\$124,356
G/L 1517193	(Income) Bushfire Risk Management Grant.....	\$124,356

Strategic & Corporate Plan Implications:

The report and officer recommendation is consistent with Council’s adopted and draft Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

Fire Management: ...work collaboratively with relevant agencies to maintain a high level of planning, communication and infrastructure for effective fire and emergency management.

Corporate Business Plan

- 2.3.1 Support the community in emergency and fire management planning, preparedness, response and recovery.
- 2.3.2 Maximise community safety through the management of the risks associated with fire.
- 2.3.3 Undertake fire fuel reduction burns and other works on Shire, strategic private, and Government held land.
- 2.3.4 Maintain and expand strategic fire access routes.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic implications relating to the report or officer recommendation.

➤ **Social:**

The implementation of the Bushfire Risk Management Planning Program will improve Denmark’s preparedness for an emergency event. This could result in a safer, more vigilant community.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council decline the grant.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Inadequate Organisation or Community Emergency Management	Accept Officer Recommendation

Comment/Conclusion:

Last financial year, the Bushfire Risk Management Planning Program was delivered within various Shires, however more specifically for the Great Southern, the program was delivered in the Shire’s of Jerramungup and Ravensthorpe. These local governments are significantly progressed and are now implementing a treatment plan in relation to the identified risks.

The human resources previously allocated to the Shire’s of Jerramungup and Ravensthorpe will be reallocated to the Shire of Denmark. As Jerramungup and Ravensthorpe will still require assistance, the grant agreement includes the following resource allocations, with the Shire of Denmark being the lead agency.

Local Government	Bushfire Risk Planning Coordinator (Shire)	Bushfire Risk Planning Officer (DFES)
Shire of Denmark	8 days per fortnight	2 days per fortnight
Shire of Jerramungup	1 days per fortnight	4 days per fortnight
Shire of Ravensthorpe	1 days per fortnight	4 days per fortnight

Should Council accept the grant offered by the Department of Fire and Emergency Services, the positions will commence in Denmark on 18 October 2017. The Shire is only responsible for the Bushfire Risk Planning Coordinator, with the Department of Fire and Emergency Services responsible for the Bushfire Risk Planning Officer.

The grant agreement expires on the 30 June 2018. Given Denmark’s complexity, the project is estimated to take 2 years to complete. The delivery of the project in 2018/19 will be dependent on the State Government’s continued support for the program.

Voting Requirements:

Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.5.1
MOVED: CR ALLEN	SECONDED: CR WRIGHT
That in relation to the 2017/18 Bushfire Risk Management Planning Program, Council;	
1. Accepts the Bushfire Risk Management Planning Program Grant Agreement.	
2. Authorises the Chief Executive Officer to execute the Bushfire Risk Management Planning Program Grant Agreement.	
3. Amends the 2017/18 Annual Budget to include the following:	
• G/L 1510112 - (Expense) Bushfire Risk Management Planning Program.....	\$124,356
• G/L 1517193 - (Income) Bushfire Risk Management Grant	\$124,356
CARRIED UNANIMOUSLY AND BY AN ABSOLUTE MAJORITY: 8/0	Res: 061017

8.5.2 LOWER GREAT SOUTHERN ECONOMIC ALLIANCE – LOCAL TOURISM ORGANISATION MODEL
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File Ref:	LGSEA
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	9 October 2017
Author:	Bill Parker, Chief Executive Officer
Authorising Officer:	Bill Parker, Chief Executive Officer
Attachments:	8.5.2 – Local Tourism Organisation Proposal (Confidential to Councillors)

Summary:

The Lower Great Southern Economic Alliance commissioned the preparation of a Tourism Development Strategy (TDS) and Destination Marketing Strategy (DMS) to achieve sustainable tourism across the region. The reports were endorsed by Council in March 2017.

The TDS comprises a number of key strategic focus areas that includes building a tourism organisation structure and funding model that is able to execute compelling marketing, engage industry and advocate for destination development.

Since March 2017, the Alliance has been working with Discover Albany Foundation and Denmark Tourism Inc. to progress this initiative.

This item seeks \$7,500 contribution towards the detailed design of the tourism organisation structure and funding model.

Background:

In March 2017, Council endorsed a TDS and DMS to achieve sustainable tourism across the region.

The TDS comprises a number of strategic focus areas including;

1. Sustainable Leadership: Destination Marketing Organisations (DMO) and industry engagement.
2. Enhanced Visitor Servicing: Visitor servicing.
3. Optimising Demand: Destination Marketing including brand development, target audiences, marketing and where to play.
4. Enriching Experiences: the tourism products and events engage the visitor whilst in the region.
5. Destination Development: infrastructure, accommodation and services to enable visitation.

Strategic Focus Areas

The Tourism Development Strategy focuses on five key focus areas.

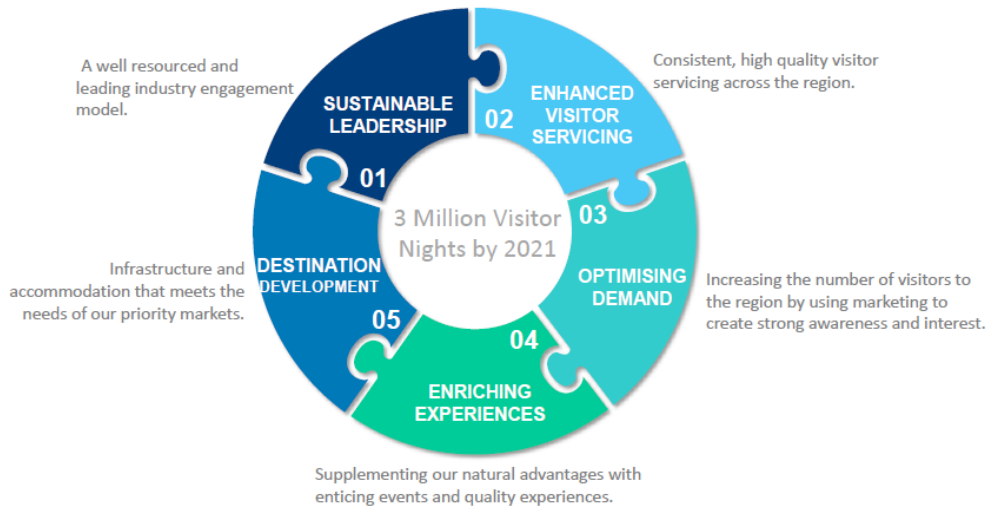


Figure 1: Strategic Focus Areas: Source Tourism Development Strategy

Initiative 1.1 under Sustainable Leadership includes a Tourism Organisation Review. This comprises building an optimal tourism organisation structure and funding model that is able to execute compelling marketing, engage industry and advocate for destination development.

Key activities under this initiative include;

1.1.1 Assessment of the model options for improved destination marketing and servicing:

- Design of the model and funding options
- Assessment of sustainable model and funding options
- Identification of the issues, barriers and critical success factors associated with new models.
- Stakeholder forums for developing, assessing and selecting the preferred model
- Development of the implementation plan.

1.1.2 The activities of this phase are subject to the above but can include:

- Detailed operating model design
- Detailed legal and financial due diligence
- Councils, boards and membership voting on options for change
- Change management and communications
- Embedding and stabilisation of any new model

Since March 2017, a body of work was commissioned to address parts of key activity 1.1.1. The work was delivered in July 2017 and recommended a single membership-based destination marketing organisation for the Lower Great Southern (Albany, Denmark and Plantagenet shires).

To progress this project, the single membership-based destination marketing organisation requires further investigation. This detailed design process will include examining;

- Interim CEO/ Project Lead and Advisors
- Stakeholder and change management
- Visitor Servicing
- Destination Marketing
- Organisation and Systems

- Financial and Tax (including pro forma balance sheet, cash flow, P&L and transition costs);
- Legal and Contractual (contractual and legal review); and
- Governance Model and Constitution design.

A quote to undertake detailed design was obtained by Discover Albany Foundation and Denmark Tourism Inc. Both organisations are prepared to make a financial contribution, however have requested that the Lower Great Southern Economic Alliance contribute 50% of the total cost.

The issue was considered by the Lower Great Southern Economic Alliance on 5th October 2017. At this meeting, it was resolved unanimously;

“That the Lower Great Southern Economic Alliance (LGSEA) recommends to the member councils that a contribution be made towards the Churchill proposal ‘LTO Operating Model Design’ dated 4 October 2017, based upon a maximum contribution from the Alliance members of \$30,000.00 (ex GST) with the City of Albany contribution being no more than \$15,000.00 and the contributions from the Shire’s of Denmark and Plantagenet being capped at \$7,500.00 each, subject to the contract being entered into by Discover Albany Foundation and/or Denmark Tourism (Inc)”.

This item seeks \$7,500 from the Shire of Denmark as per the Alliance resolution.

Consultation:

The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council’s Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

Statutory Obligations:

The Lower Great Southern Economic Alliance has no decision making authority, with all decisions required to be made by the individual Councils.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

The Shire has forecast some capacity within 1327842 - Alliance Projects and Contributions. Should there be any adverse budget implications, this can be addressed during the statutory budget review.

Strategic & Corporate Plan Implications:

The report and officer recommendation is consistent with Council’s adopted and Draft Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

Tourism: ...acknowledge the importance of tourism to the region, and, by innovative policies, practices and partnerships, facilitates and encourages the greater year-round sustainability of tourism, whilst monitoring and managing its impacts.

Corporate Business Plan

3.7.10 Support the creation of a single Local Tourism Organisation (LTO), in collaboration with Albany and Plantagenet, that is consistent with the Great Southern Alliance, which represents, coordinates and plans for the interests of the industry including regional branding and strategy development.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

The implementation of a single tourism organisation will achieve efficiency and create opportunities for leveraging additional financial resources.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not support the financial contribution.	Possible (3)	Moderate (3)	Moderate (5-9)	Not Meeting Community expectations	Accept Officer Recommendation

Comment/Conclusion:

The development of a single Local Tourism Organisation has been an objective of the Lower Great Southern Economic Alliance for some time. At a recent Alliance Meeting, the group endorsed making a 50% contribution to the detailed design of a single membership-based destination marketing organisation for the Lower Great Southern.

In making this decision, the Alliance was very clear that any cost overruns would not be the responsibility of the Alliance and would rest with the commissioning organisations being Discover Albany Foundation and Denmark Tourism Inc.

Voting Requirements:

Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.5.2
MOVED: CR CARON	SECONDED: CR ALLEN
That with regard to the Churchill proposal ‘LTO Operating Model Design’ dated 4 October 2017, Council;	
1. Agrees to a contribution capped at \$7,500.00.	
2. Acknowledges that the contract will be entered into by Discover Albany Foundation and/or Denmark Tourism Inc.	
3. Insists that the contribution is dependent upon receiving confirmation that the Lower Great Southern Economic Alliance has access to the intellectual property contained within the final report.	
DEFERRAL MOTION	
MOVED: CR WHOOLEY	SECONDED: CR MORRELL
That the item be deferred to get a better understanding of the LTO and the representation that will be on the LTO.	

LOST: 7/1 Res: 071017

Pursuant to Resolution No.031115 all Councillors' votes on the above resolution are recorded as follows;

FOR: Cr Whooley.

AGAINST: Cr Caron, Cr Allen, Cr Morrell, Cr Phillips, Cr Wright, Cr Gearon & Cr Lewis.

THE ORIGINAL MOTION WAS THEN PUT AND CARRIED UNANIMOUSLY: 8/0 Res: 081017

8.5.3 ASSET MANAGEMENT POLICY AND ASSET MANAGEMENT STRATEGY

File Ref:	PLN.79
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	6 October 2017
Author:	Teiga Murray, Corporate Planning Officer
Authorising Officer:	Bill Parker, Chief Executive Officer
Attachments:	8.5.3a – Asset Management Policy 8.5.3b – Asset Management Strategy

Summary:

The purpose of this report is for Council to consider the adoption of a new Asset Management Policy and an Asset Management Strategy.

Background:

In order to fulfil the statutory obligations of section 5.56 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 require each Local Government to adopt a Strategic Community Plan and Corporate Business Plan as part of a 'Plan for the Future'.

In October 2010, the Department of Local Government introduced the Integrated Planning and Reporting (IPR) Framework. The framework provides a methodical approach for the development of strategic plans and processes to ensure Local Governments meet the needs of their community in an accountable and sustainable manner. Asset Management planning forms an integral part of the IPR Framework.

The IPR Framework recommends that Council adopt a series of asset management documents, including an Asset Management Policy, Asset Management Strategy and Asset Management Plans for each asset class, to inform the Strategic Community Plan and Corporate Business Plan.

Currently, the Shire of Denmark does not have an adopted series of asset management documents, resulting in non-compliance with the Department of Local Government's IPR Framework. Without these documents in place, the Shire of Denmark does not have an established and quantified approach to managing assets in the Shire and is unable to demonstrate that current actions and funding is sufficient to meet the Shire's current and future asset obligations.

The Shire of Denmark has undertaken a number of actions to improve compliance with the Department's IPR Framework and to improve performance and compliance with financial and asset ratios required under the Local Government Act 1995.

The Shire has appointed an internal Asset Management Working Group, who are responsible for progressing a number of asset management improvement actions, including the development of an Asset Management Policy, Asset Management Strategy and Asset Management Plans for each major asset class, prior to 30 June 2018.

The Asset Management Policy and Asset Management Strategy have been developed with the assistance of Asset Infrastructure Management, a WALGA Preferred Supply Panellist for Asset Management, to ensure compliance with the asset management provisions of the IPR Framework.

Together, the Shire and Asset Infrastructure Management have developed and progressed an Integrated Asset Management Framework to support the effective delivery of the Integrated Planning and Reporting Framework.

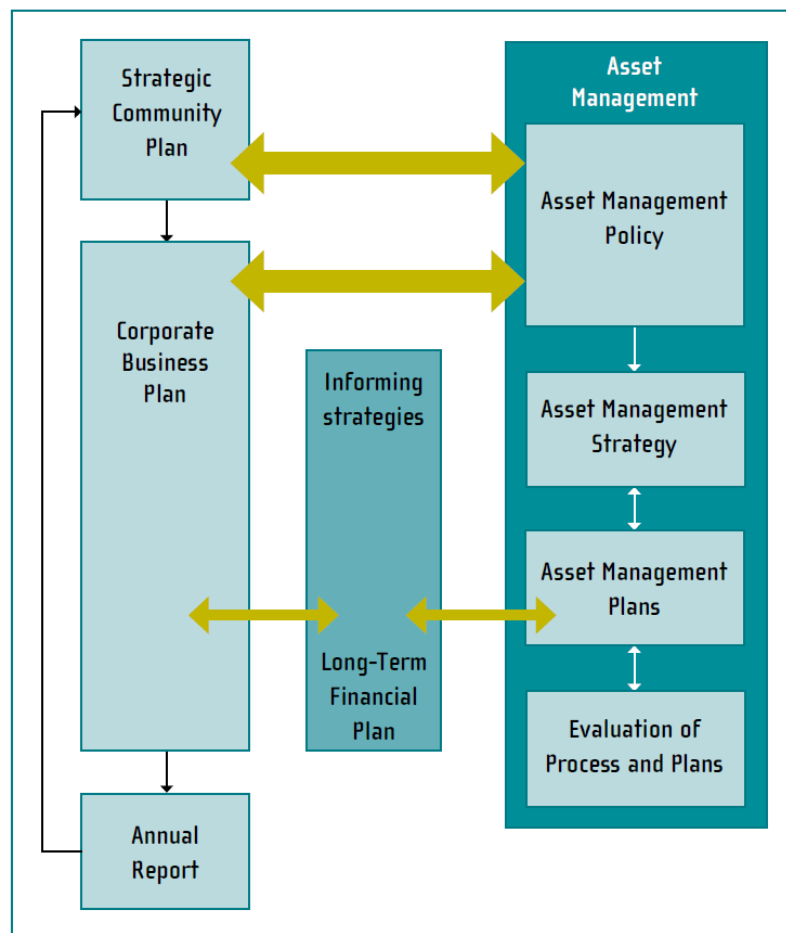


Figure: Integrated Asset Management Framework (Source: WA DLGC, 2016).

Consultation:

Asset Management Working Group.

Statutory Obligations:

Local Government Act 1995

5.56. *Planning for the future*

(1) *A local government is to plan for the future of the district.*

(2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Department of Local Government's *Integrated Planning and Reporting Framework*.

Policy Implications:

The Shire of Denmark currently has an existing Asset Management Policy P040226. The current policy duplicates content that is typically found in an Asset Management Strategy, including information such as roles and responsibilities. The Asset Management Working Group and Asset Infrastructure Management recommend that a new, simplified, Asset Management Policy is adopted by Council, to align to the IPR Framework and the Shire of Denmark's Integrated Asset Management Framework.

Budget / Financial Implications:

The adoption of an Asset Management Strategy, Policy and subsequent Plans will assist the Shire to be able to plan and resource asset management activities in yearly Budgets and the Long Term Financial Plan.

Strategic & Corporate Plan Implications:

The report and officer recommendation is consistent with Council's adopted Strategic Plan Objectives and Goals and the Corporate Business Plan Actions and Projects in the following specific ways:

Strategic Community Plan

GOVERNANCE OBJECTIVE - The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

ECONOMIC OBJECTIVE - Denmark's economy is diverse and vibrant - its primary industries of tourism and agriculture rely on and enjoy natural and other assets that are sensibly managed and promoted.

Corporate Business Plan

3.4.10 Identify and record infrastructure asset systems to provide the basis for future infrastructure requirements.

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental implications relating to the report or officer recommendation.

➤ **Economic:**

The adoption of an Asset Management Policy, Strategy and subsequent Plans will ensure that the Shire of Denmark is able to effectively plan and resource asset management activities into the future.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council choose not to adopt the Asset Management Strategy and Asset Management Policy resulting in non-compliance with the Department of Local Government's Integrated Planning and Reporting Framework.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation
That Council choose not to adopt the Asset Management Strategy and Asset Management Policy resulting in the Shire of Denmark being unable to progress Asset Management Plans that are required to calculate asset ratios.	Unlikely (2)	Major (4)	Moderate (5-9)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

Comment/Conclusion:

The Shire of Denmark is making significant progress towards compliance with the Department of Local Government's Integrated Planning and Reporting Framework.

The framework recommends that each Local Government undertake asset management planning through a series of strategic documents including:

1. Asset Management Policy;
2. Asset Management Strategy; and
3. Asset Management Plans.

The Shire of Denmark has finalised the Asset Management Policy and the Asset Management Strategy and has commenced work on a Transport Asset Management Plan. The Transport Asset Management Plan is approximately 50% complete, with Asset Management Plans for Recreation, Property and Plant and Equipment due to be finalised prior to 30 June 2018.

Adoption of the attached Asset Management Strategy will ensure that Council is able to effectively manage the Shire's assets to deliver community services in line with the aspirations and objectives of the Strategic Community Plan, in a financially responsible manner.

Adoption of a new Asset Management Policy will ensure alignment to the provisions of the IPR Framework and greater consistency with the new Asset Management Strategy and the Shire's Integrated Asset Management Framework.

Voting Requirements:

Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.5.3
MOVED: CR GEARON	SECONDED: CR ALLEN
With respect to the Asset Management Policy and Strategy, Council:	
1. Amend Council Policy 'P040226 Asset Management Policy' with the Asset Management Policy as per Attachment 8.5.3a; and	
2. Adopt the Asset Management Strategy as per Attachment 8.5.3b.	
CARRIED UNANIMOUSLY: 8/0	Res: 091017

9. COMMITTEE REPORTS & RECOMMENDATIONS
Nil

10. MATTERS BEHIND CLOSED DOORS

5.16pm – Cr Wright left the room.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 10
MOVED: CR PHILLIPS	SECONDED: CR WHOOLEY
That pursuant to Section 5.23 (2) (b) of the Local Government Act 1995 and Clause 3.7 of the Shire of Denmark Standing Orders Local Law, Council move behind closed doors for the consideration of Item 10.1 to enable discussion on a matter affecting an employee and the personal affairs of that person.	
CARRIED UNANIMOUSLY: 7/0	Res: 101017

5.17pm – The Chief Executive Officer, the Director of Infrastructure Services, the Acting Director of Community & Regulatory Services, the Director of Planning & Sustainability and members of the public left the room.

5.17pm – Cr Wright returned to the room.

10.1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW	
File Ref:	Personnel File
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	9 October 2017
Author:	Cary Green, Director Finance and Administration
Authorising Officer:	Cary Green, Director Finance and Administration
Attachments:	10.1 – CEO Report including 2017/18 Key Performance criteria (Confidential to Councillors)

This item was confidential and was provided to Councillors separately.

COUNCIL RESOLUTION

MOVED: CR ALLEN

ITEM 10.1

SECONDED: CR PHILLIPS

That Council:

1. Notes that Mr Bill Parker's annual appraisal as Chief Executive Officer for the Shire of Denmark for the period August 2016 to August 2017 has been undertaken;
2. Endorses the overall performance outcome as 'Highly Satisfactory';
3. Schedules the next review of the CEO's performance to be completed by 31 August 2018;
4. Endorses the key performance indicators for the 2018 annual appraisal;
5. Approves a 1.3% increase to the CEO's total remuneration package, in accordance with the 11 April 2017 determination of the SAT and contractual obligations, as shown in the body of the report.

CARRIED UNANIMOUSLY: 8/0

Res: 111017

COUNCIL RESOLUTION

MOVED: CR GEARON

SECONDED: CR PHILLIPS

That the meeting come out from behind closed doors and proceed in public.

CARRIED UNANIMOUSLY: 8/0

Res: 121017

5.38pm – The Chief Executive Officer and some members of the public returned to the room and the Shire President read out the Council's resolution for Item 10.1.

5.40pm - Public Question Time

The Shire President stated that the second public question time would begin & called for questions from members of the public.

Mr Brian Humphries – Council Minutes & Scheme Amendments on the Shire's Website, CEO's Employment, Public Apology & Dissemination of Information

Mr Humphries noted that the Minutes on the Shire's website only went back to 2010 and asked if the historical Council Minutes could be placed on the Shire's website to allow people to access them.

The Chief Executive Officer stated that he was not sure if there might be issues with storage but would refer the question to the website provider and administrator.

Mr Humphries asked why the Scheme Amendments were also not stored on the Council's website stating that he believed that they should be available to the public.

The Chief Executive Officer stated that he was not sure and that he would refer the matter to the appropriate officer to investigate and see what could be done.

Mr Humphries asked whether the Chief Executive Officer was employed by the Shire of Denmark or the Department of Local Government.

The Chief Executive Officer advised that he was employed by the Council.

Mr Humphries asked whether the Chief Executive Officer's salary was determined by the Council at the expense of Ratepayers.

The Shire President advised that it was.

Mr Humphries referred to a recent social media post which had informed the public that Cr Bartlett's had been directed by the Local Government Standards Panel to make an apology at the Council meeting.

Mr Humphries noted that Cr Bartlett was not at the meeting and asked what was going to happen since she didn't make the apology.

The Chief Executive Officer advised that he was obligated to inform the State Administrative Tribunal if Cr Bartlett did not fulfil the direction handed down to her.

Mr Humphries stated that some Shire's allowed the public to choose the information that they would like to receive such as information bulletins and asked why Denmark Shire couldn't do something similar.

The Chief Executive Officer advised that the Shire's Integrated Planning & Reporting would result in the Shire reviewing the way that the Shire disseminates information.

Cr Caron noted that people could sign up to the news and events on the Shire's website through an RSS feed or email service.

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING
 Nil

12. CLOSURE OF MEETING

5.55pm – There being no further business to discuss, the Shire President, Cr Morrell, declared the meeting closed.

<p>The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.</p> <p>Signed: _____ <i>Bill Parker – Chief Executive Officer</i></p> <p>Date: _____</p> <p>These minutes were confirmed at a meeting on the _____.</p> <p>Signed: _____ <i>(Presiding Person at the meeting at which the minutes were confirmed.)</i></p>
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