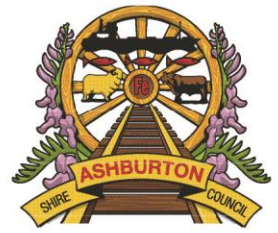


Ordinary Meeting of Council

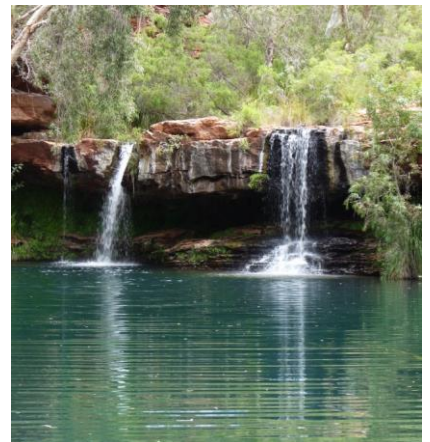
Tom Price



Attachments – Public Document

19 July 2016

Clem Thompson Sports
Pavilion
Stadium Road
Tom Price
1.00pm



The Shire of Ashburton 10 year Community Strategic Plan (2012-2022) provides focus, direction and represents the hopes and aspirations of the Shire.

Our Vision

The Shire of Ashburton will be a vibrant and prosperous place for work, leisure and living



Our Mission

Working together, enhancing lifestyle and economic vitality



Community Goals

- Vibrant and Active Communities
- Economic Prosperity
- Unique Heritage and Environment
- Distinctive and Well-services Places
- Inspiring Governance

Future Focus

The next four years will see a strong focus on:

1. Community inclusion and participation
2. Provision of infrastructure that enables economic strength
3. Economic strength
4. Organisation stability
5. Staying ahead of the game
6. Development of our governance

Governance & Executive Services Status Report

#	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
1	11/2015	11.6	<p>Proposal for Agenda Items for Pilbara Regional Council Meeting in Regards to the Pilbara Flight Costs</p> <p>MINUTE: 12026</p>	<p>That Council request that the Pilbara Regional Council to conduct a study into the issue of prices of Pilbara air fares to/from Perth, with the view to ascertaining options as to how these prices might be lowered whilst still maintain airline and airport sustainability, and reasonable service levels to the Pilbara communities.</p>	<p>Ongoing</p> <p>PRC at its 23 November 2015 Council Meeting agreed to progress discussions with relevant parties.</p> <p>PRC is undertaking background research on the airlines pricing models and deployed a flight watch social media campaign throughout December 2015.</p> <p>The February 2016 PRC Meeting resolved that it continues using flight watch and asks that the CEO formalise a strategy for an advocacy initiative. (February 2016)</p> <p>Still progressing (June 2016)</p>
2	09/2015	11.3	<p>Onslow Staff Housing Options & Recommendations 2015-2016</p> <p>MINUTE: 11999</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Authorise the Chief Executive Officer to investigate the construction or purchase of new or existing housing within Onslow to a maximum combined expenditure of \$2.2M for the purpose of staff housing relief; 2. Authorise the Chief Executive Officer, with the written approval of the Shire President, to enter into a contract of sale for the acquisition of any appropriate dwellings, to a maximum combined expenditure of \$2.2M; 3. Authorise investigations into the cost of dwelling construction on Shire land in Onslow for consideration in next year's budget; 	<p>Progressing</p> <ol style="list-style-type: none"> 1. Completed. 2. Certificates of Title received for Anketell units and Barrarda Estate Lots. Tender documents being prepared for Design and Construction of dwellings on Barrarda Estate Lots. 3. Progressing. Costings will from part of 2016/17 budget program. 4. Progressing. Awaiting end of year

Governance & Executive Services Status Report

#	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>4. Quarantines any operational savings from decreased expenditure on staff housing leases in the 2015/2016 year (if any) for further purchase or construction of dwellings;</p> <p>5. Request the Minister for Lands to;</p> <p>a) Revoke the current Management Order for Reserve 42094;</p> <p>b) Change the purpose of Reserve 42094 from "Drainage" to "Staff Housing"; and</p> <p>c) Issue a Management Order to the Shire of Ashburton for the purpose of "Staff Housing" for Reserve 42094 with power to lease.</p>	<p>financials.</p> <p>5. Progressing. Minister approval for the Reserve amendment was sought in September 2015. The Reserve amendment is currently with the delivery team at Lands to prepare the new documents.</p> <p>(March 2016)</p>
3	20/2015	11.3	<p>Notice of Motion - Local Indigenous Communities and State Government Consultation</p> <p>MINUTE: 11955</p>	<p>That Council:</p> <p>1. Engages with the WA State Government's proposed consultation process so as to contribute to the WA State Government's planning for remote Indigenous communities in the Shire of Ashburton;</p> <p>2. Monitor the State Government consultation process to ensure the views of the several local Indigenous communities are adequately invited; and</p> <p>3. Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained.</p>	<p>Progressing</p> <p>An update was provided at the March PRC Meeting by Mr Graeme Searle from the State Government's Regional Services Reform Unit. It is anticipated that a Recommendations Report will be available within a couple of months, but at this point there is still no direct role for the Shire of Ashburton to play, other than to monitor the activities of the Pilbara District Leadership Group.</p> <p>(March 2015).</p>
4	04/2015	11.4	Fuel Watch Proposal for Ashburton District	<p>That Council:</p> <p>1. Lodge with the Department of Consumer Protection – FuelWatch, a formal request to amend Schedule 1 of the</p>	<p>Progressing</p> <p>Advice received 8 March 2016 that the review of retail site's responses has been completed. Overall the retailers did not</p>

Governance & Executive Services Status Report

#	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
			MINUTE: 11937	<p>Petroleum Products Pricing Regulations to include the Shire of Ashburton within the FuelWatch boundary.</p> <p>2. Authorises that public consultation be conducted to determine whether there is support from the general public to include the Shire of Ashburton in the FuelWatch boundary, should FuelWatch advise that it has received the necessary support from the fuel retailers within the Shire of Ashburton.</p>	<p>support the proposal to be included in the FuelWatch boundaries. The issue has been referred to the Minister for his consideration and advice.</p> <p>(March 2015)</p> <p>Advice received from FuelWatch that the proposal has been forwarded to the Commissioner for his consideration, an official response should be received in July.</p> <p>(July 2016)</p>
5	07/2014	16.2	<p>In Principle Support for a Joint Development Between the Shire and the Department of Housing for Staff Housing in Onslow</p> <p>MINUTE: 11831</p>	<p>The officer recommendation be adopted and that Council:</p> <ol style="list-style-type: none"> 1. Provide in-principle support for a joint development partnership between the Department of Housing and the Shire of Ashburton for the development of Service Worker and Staff Accommodation across Lots 396, 397 on Reserve 41970 and Lots 398, 399 and 400 Third Avenue Onslow; 2. Delegate authority to the Chief Executive officer to progress the proposal and negotiate the financial terms, project management arrangements and design concepts of the proposed joint development partnership; and 3. Request a final report to be presented to Council at a later date that details the particulars of the project before commencement of the proposed partnership. 	<p>On Hold</p> <p>Awaiting Department of Housing to provide a firm position for the Shire's consideration. Joint Venture proposal "temporarily stalled" due to insufficient demand for service worker accommodation.</p> <p>Shire progressing its own housing supply options in the interim (11.4 – 20 May 2015).</p> <p>Next progress on this item is expected to be late in 2016.</p> <p>(May 2015)</p>

Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	06/2016	12.1	Review of Policy REC08 – Community Donations, Grants and Funding MINUTE: 12103	That Council: 1. Adopts reviewed Policy REC08 Community Donations, Grants And Funding, as per ATTACHMENT 12.1; 2. Accept the donation recommendation of \$2,500 (cash) to the Paraburdoo Volunteer Fire and Rescue Service from the 2015/16 Annual Financial Year Community Grants Budget; and 3. Note that the 2016/17 Budget needs to consider provisions to accommodate this policy.	Completed (June 2016)
2	06/2016	17.1	Notice of Motion – Request for donation to Bindi Community, Onslow	That the Council consider as part of its 2016/17 budget, the provision of funds for a small playground (say \$50-100,000) in Bindi, Onslow. Comments - whilst it is appreciated that Bindi is in effect, private property, there are several families and a reasonably large number of children residing there. I understand the parents of those children in that community would prefer their children to be playing close to their homes and families, in a safe and familiar location. It might not be possible for the Shire to pay for and install the playground if the land is not generally available for the wider public's use. If that is the case, then I ask that Council consider a donation to the Bindi Community to pay for or assist it in funding and installing such a children's playground facility.	Completed Agenda Item to July 2016 Council Meeting. (June 2016)
3	05/2016	12.1	Application acceptance of Community Support Grant Allocations – Round 2, 2015/16	That Council: 1. Refers the two events/groups as listed below, to the 2016/17 Annual Budget, to be reconsidered for funding following review of Policy REC08 to allow unincorporated emergency service organisations and signature events	Completed (June 2016)

Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status																																											
			Annual Financial Year MINUTE: 12091	<div>operated by unincorporated bodies to apply for donations above \$500</div> <table><tr><th>Name of Organisation</th><th>Proposed Funding \$</th><th>Budget Code</th></tr><tr><td>Red Dirt Rocks</td><td>7,000</td><td>EV22</td></tr><tr><td>Paraburdoo Volunteer Fire and Rescue Service</td><td>2,500</td><td>To Be Created.</td></tr></table> <div>2. Provides donations for general Community Support Grant applications (from account 081877 - Sponsorships and Grants) as listed below:</div> <table><tr><th>Name of Organisation</th><th>Proposed Funding \$</th></tr><tr><td>Onslow Rodeo Association</td><td>2,500</td></tr><tr><td>Onslow Primary P & C</td><td>2,500</td></tr><tr><td>V Swans</td><td>2,500</td></tr><tr><td>Onslow Sports Club</td><td>2,500</td></tr><tr><td>Onslow Sports Club - Sub Committee: Community Sporting</td><td>2,500</td></tr><tr><td>Panna Heights Golf Club</td><td>2,500</td></tr><tr><td>Panna Be It</td><td>2,500</td></tr><tr><td>Pannawonica Swim Club</td><td>2,500</td></tr><tr><td>Pannawonica Youth Club</td><td>2,100</td></tr><tr><td>Karingal Neighbourhood Centre</td><td>2,500</td></tr><tr><td>Paraburdoo Branch Sporting Shooters Association</td><td>2,500</td></tr><tr><td>Paraburdoo Horse Club</td><td>1,830</td></tr><tr><td>Tom Price Cultural Centre - Sub Committee: Pilbara Artists Coming Together</td><td>729.75</td></tr><tr><td>Tom Price Cultural Centre - Sub Committee: Tom Price Community Garden</td><td>729.75</td></tr><tr><td>Tom Price Senior High School</td><td>729.75</td></tr><tr><td>Tom Price Hockey and Fusal Club</td><td>729.75</td></tr></table>	Name of Organisation	Proposed Funding \$	Budget Code	Red Dirt Rocks	7,000	EV22	Paraburdoo Volunteer Fire and Rescue Service	2,500	To Be Created.	Name of Organisation	Proposed Funding \$	Onslow Rodeo Association	2,500	Onslow Primary P & C	2,500	V Swans	2,500	Onslow Sports Club	2,500	Onslow Sports Club - Sub Committee: Community Sporting	2,500	Panna Heights Golf Club	2,500	Panna Be It	2,500	Pannawonica Swim Club	2,500	Pannawonica Youth Club	2,100	Karingal Neighbourhood Centre	2,500	Paraburdoo Branch Sporting Shooters Association	2,500	Paraburdoo Horse Club	1,830	Tom Price Cultural Centre - Sub Committee: Pilbara Artists Coming Together	729.75	Tom Price Cultural Centre - Sub Committee: Tom Price Community Garden	729.75	Tom Price Senior High School	729.75	Tom Price Hockey and Fusal Club	729.75	Community Support Grants have been processed and funds have been distributed. (June 2016)
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Community Development Decision Status Report

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				<table><tr><td>Pilbara Regional Football Development Committee</td><td>729.75</td></tr><tr><td>Tom Price Netball Association</td><td>729.75</td></tr><tr><td>Nameless Playgroup</td><td>729.75</td></tr><tr><td>Tom Price Gymnastics</td><td>729.75</td></tr><tr><td>Mountain View Golf Club</td><td>2,500</td></tr><tr><td>Tom Price Tee Ball Association</td><td>729.75</td></tr><tr><td>Pilbara Wildlife Carers Association</td><td>2,500</td></tr><tr><td>Fortescue National Football League</td><td>729.75</td></tr></table>	Pilbara Regional Football Development Committee	729.75	Tom Price Netball Association	729.75	Nameless Playgroup	729.75	Tom Price Gymnastics	729.75	Mountain View Golf Club	2,500	Tom Price Tee Ball Association	729.75	Pilbara Wildlife Carers Association	2,500	Fortescue National Football League	729.75	
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4	04/2016	12.3	Notice of Motion – Tom Price Swimming Pool Opening Hours MINUTE: 12079	That Council seek to partner, on equal financial terms, with the Tom Price Amateur Swimming Club in commissioning the production of a detailed report, at a cost of \$17,500 each, addressing all the capital and ongoing operational costs that would be associated with the purchase and installation of a solar powered pool heating system and extending the swimming season at the Vic Hayton Memorial Swimming Pool. The Shire’s portion of the costs to be accessed from the Office of the CEO Consultant/Project Costs Budget – GL 040056.		Ongoing Club notified of outcome at April Council meeting Council Meeting April Tom Price Amateur Swimming club is currently out of season and no decision has been made. (May 2016)															
5	12/2015	12.1	Onslow Community Garden – Management MINUTE: 12036	That Council authorise the Chief Executive Officer to seek formal comments from the Department of Education in regard to the potential of a Lease (including the primary conditions) of the land containing the Onslow Community Garden, for Council's further consideration.		Ongoing Ongoing negotiation with Education Department drafting terms of agreement and next steps required.															

Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
					(July 2016)
6	12/2014	12.1	Youth Engagement Strategy MINUTE: 11889	That Council: 1. Endorse the development of a Youth Engagement Strategy to replace Policy REC11 (Youth Advisory Council) for Council's future consideration; and 2. Require, the Youth Engagement Strategy to be referred back to Council for its consideration.	Progressing Shire has successfully accessed a \$10,000 grant (January 2016) to assist with the further development of the youth strategy. Plan for proposed youth training being developed by Community Development, Community and Capacity Development team (March 2016)
7	01/2014	11.1	Entry Statements Onslow, Paraburdoo And Tom Price, And Anzac Park Redevelopment For Paraburdoo.	That Council: 1. Acknowledges Smith Sculptors as providing a unique service as per Local government (functions and General) Regulations 1996 Part 4 Division 2 11 (2) (f) and appoints them as the designers, constructor's and installers of the Tom Price, Onslow and Paraburdoo Entry statements and the Tom Price and Paraburdoo Anzac Parks; 2. Accepts the design concepts for the Onslow Entry Statement (attachment 11.1A),	Ongoing Attempts to identify external funding ongoing and Council contribution will be reconsidered as part of 2016/17 budget.

Community Development Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			MINUTE: 11730	<p>the Paraburdoo Entry Statement (attachment 11.1B), the Paraburdoo Anzac Park (attachment 11.1D) and the Tom Price Anzac Park (attachment 11.1E);</p> <p>3. Allocates priority to the Tom Price and Paraburdoo Anzac Parks and authorises the CEO to apply his best endeavors to identify and source external funding opportunities for these projects; and</p> <p>4. Considers a contribution to the costs of these projects as part of its 2014/15 budget deliberations.</p>	(January 2016)

Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status																
1	06/2016	13.2	Proposed 2016/17 Fees and Charges MINUTE: 12105	That Council: 1. Adopt the 2016/2017 Fees & Charges Schedule as per the ATTACHMENT 13.2. 2. Pursuant to section 53 of the Cemeteries Act 1986 the Council adopts the Fees and Charges for all Cemeteries in the Shire of Ashburton included at page 3 in ATTACHMENT 13.2. 3. Pursuant to section 53 of the Building Regulations 2012 adopts a swimming pool inspection fee included at page 11 in ATTACHMENT 13.2. 4. Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, adopt the following charges for the removal and deposit of domestic and commercial waste included at Page 27 in ATTACHMENT 13.2. 5. Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, and section 6.16 of the Local Government Act 1995 adopt the following charges for the deposit of domestic and commercial waste included at page 27-28 in ATTACHMENT 13.2.	Completed Fees Advertised on Saturday 25 June 2016. Upload to AIMS (SoA Intranet) for staff use.																
2	06/2016	13.3	Proposed Differential Rates 2016/17 MINUTE: 12106	That Council: 1. Notes the submissions received regarding the advertised 2016/17 differential model. However, as a result of the issues raised, initiate a review into the 2015 Rating Strategy. 2. That as result of valuation increases seek Ministerial approval for the following differential model. <table><tr><th>Rate Code Description</th><th>Rate in the \$</th><th>General Minimum Payment \$</th><th>Lesser* Minimum Payment \$</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>GRV Commercial/Industrial/Tourism</td><td>0.051060</td><td>\$925.00</td><td></td></tr><tr><td>GRV Residential/Community</td><td>0.050961</td><td>\$740.00</td><td>\$555.00</td></tr></table>	Rate Code Description	Rate in the \$	General Minimum Payment \$	Lesser* Minimum Payment \$					GRV Commercial/Industrial/Tourism	0.051060	\$925.00		GRV Residential/Community	0.050961	\$740.00	\$555.00	Ongoing Letter sent to people and organisations who made a submission. Application sent to Minister for Local Government
Rate Code Description	Rate in the \$	General Minimum Payment \$	Lesser* Minimum Payment \$																		
GRV Commercial/Industrial/Tourism	0.051060	\$925.00																			
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Corporate Services Decision Status Report

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3	05/2016	17.1	Notice of Motion – Review of FIN04 Buy Local – Regional Price Preference	Request the CEO to prepare a report on Buy Local Policy to increase the support to local business and review current Shire policies on this matter – purchase and tender of services including comparison of products and services such as chemicals, pool products, stationary cleaning products and furniture. Request a comparison of prices for the above products (with local providers) that the Shire has bought in the last two years.	Completed Agenda Item to July 2016 Council Meeting. (June 2016)																												
4	05/2016	13.5	Proposed Differential Rates 2016/17	That Council: 1. Advertise its intention, in accordance with section 6.36 of the Local Government Act 1995, to adopt the following rates in the dollar and minimum rates for the differential rating	Completed Advertisements																												

ATTACHMENT

Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status																																
			MINUTE: 12096	<p>categories specified for the 2016/17 Financial Year:</p> <table><tr><th>Rate Code Description</th><th>Rate in the \$</th><th>General Minimum Payment \$</th><th>Lesser* Minimum Payment \$</th></tr><tr><td>GRV Commercial/Industrial/Tourism</td><td>0.051060</td><td>925.00</td><td></td></tr><tr><td>GRV Residential/Community</td><td>0.050961</td><td>740.00</td><td>555.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>UV Mining/Industrial</td><td>0.398204</td><td>925.00</td><td></td></tr><tr><td>UV Tourism</td><td>0.162445</td><td>925.00</td><td></td></tr><tr><td>UV Pastoral</td><td>0.060154</td><td>925.00</td><td></td></tr><tr><td>UV Residential</td><td>0.050961</td><td>740.00</td><td></td></tr></table> <p>2. Retention of the Concession for GRV Residential.Community properties (the concession is the equivalent to the difference payable between 2014/15 valuations and 2015/16 GRV Residential/Community properties rate in the dollar) and for UV residential lots.</p> <p>3. Adopts the Objects and Reasons for proposed Differential Rates as per Attachment 13.5B.</p> <p>4. Comfirms it has considered the Shire’s revenue and expenditure requirements, to ensure operational efficiency.</p> <p>5. Confirm that proposed Differential Rates align with Council's Rating Strategy and Long Term Financial plans.</p> <p>6. Confirms that if no submissions objecting to the proposed Differential Rates are received, authorises the CEO to apply to the Minister for the Local Government and Communities for approval for Council to imposing the Schedule of Rates outlined in point 1 above.</p>	Rate Code Description	Rate in the \$	General Minimum Payment \$	Lesser* Minimum Payment \$	GRV Commercial/Industrial/Tourism	0.051060	925.00		GRV Residential/Community	0.050961	740.00	555.00					UV Mining/Industrial	0.398204	925.00		UV Tourism	0.162445	925.00		UV Pastoral	0.060154	925.00		UV Residential	0.050961	740.00		<p>placed in West Australian on 28 May 2016 and on notice boards in Shire libraries.</p> <p>Letters sent to ratepayers in Differential classes where there are less than 30 ratepayers.ie UV Pastoral, UV Tourism and UV Residential.</p>
Rate Code Description	Rate in the \$	General Minimum Payment \$	Lesser* Minimum Payment \$																																		
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Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
5	04/2015	13.4	Award of Tender RFT 31/14 – Design and Construction Onslow Shire Complex MINUTE: 11940	That Council: 3. Authorises the Chief Executive Officer to deal with any variations to the Tender to a maximum of 10% of the contract value, providing an appropriate budget variation is identified for any increases to the overall budget for the project.	Ongoing Ongoing until building completed. Site-works continuing. (May 2016)
6	03/2015	13.3	Adjustment to the Onslow Townsite Boundary MINUTE: 11917	That Council requests the Minister for Lands to amend the Onslow townsite boundary in accordance with the attached plan ATTACHMENT 13.3 Onslow townsite Proposed Town Site Boundary dated March 2015 to accurately reflect the town's urban growth.	Ongoing Awaiting Gazettal of Town Planning Schemes 7 Amendments 21 & 22 before progressing. (July 2016)
7	03/2015	13.5	Shire of Ashburton Long Term Financial Plan MINUTE: 11917	That Council: 2. Sets aside time for a Councillor Workshops (in the afternoon of Tuesday 14 April 2015) to discuss the Long Term Financial Plan and how it interacts with the Corporate Business Plan Review and the 2015/16 Annual Budget.	Ongoing Work has commenced to review the Long Term Financial Plan with workshops being

Corporate Services Decision Status Report

#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
					planned. (June 2016)
8	06/2013	11.4	Financial Management Audit MINUTE: 11545	That Council: 1. Receives the Financial Management Review as per Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996; 2. Directs the Chief Executive Officer to take action on the recommendations contained in the report.	Ongoing Financial Management Review 2013 95% of issues now addressed. Remaining issue relates to Business Continuity. Tender have been awarded for new equipment and is currently being purchased. (July 2016)

Development and Regulatory Services Status Report

#	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
1	09/2015	18.1	Control of Leucaena Trees MINUTE: 12007	That the Shire of Ashburton requests the Pilbara Regional Council: 1. To progress the formation of a Leucaena Management Group from member Councils and environmental organisations; and 2. To approach WALGA for assistance to develop a Local Law to classify Leucaena as a “declared “weed in the Pilbara.	Ongoing PRC has written to member Council’s to gauge interest in a regional response. Will await outcome of PRC survey prior to approaching WALGA re: request to assist with drafting a Local Law. Awaiting advice from PRC re: interest in regional response. (January 2016)
2	07/2015	4.2.1	Shane Roulstone (Tom Price)	Q1. Has Council considered implementing 5 minute parking zones between 7am and 4pm on school days for the 170m stretch of Tamarind St - outside the Tom Price Primary School? This would allow parents to safely drop off and pick their children, which is not possible when the parking area outside the school is taken up by other vehicles, which causes parents to double park or park on the other side of the street, which significantly increases the risk of a child being hurt on the road at drop off and pick up times. The “P5min - Drop off & Pick up only during school days” is widely used by many councils to help keep children safe. There may be some merit in introducing restricted parking in front of the school on Tamarind Street however the matter needs some prior	Ongoing The Senior Ranger has commenced a Shire-wide parking review and will work with Infrastructure Services to draft a strategy that will potentially need to be endorsed by Council later in the year.

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				investigation. As such, it is suggested that the Shire engage in consultation with the school and any other relevant parties, to facilitate an investigation of the cause and severity of the parking problems in this location, and the best way of addressing the concerns raised regarding congestion and safety.	(March 2016)
3	08/2014	14.1	Unauthorised Accommodation in Industrial Areas within the Shire of Ashburton MINUTE: 11844	That Council: <ol style="list-style-type: none"> 1. Consent to conduct a review of the illegal accommodation in industrial areas, and in light of the Shire's limited resources, conduct the review on to Tom Price and finishing with Onslow; 2. Send letters to all light industrial land owners throughout the Shire as well as hand delivering a similar letter to each lot to ensure Lessee awareness. The letter is to outline the Shire's intentions and give clear advice as to what is acceptable for caretaker's accommodation, including how to apply for Planning and Building approvals. The letter will also clearly outline the plan to have an amnesty period and set out a proposed audit plan for every LIA lot in the Shire to be conducted by the regulatory services team; 3. Give an amnesty period; <ol style="list-style-type: none"> a. for Tom Price and Onslow, six months from the date of notification to enable owners/occupiers to approach the Shire without fear of prosecution to help them comply with their obligations under the Planning Act 2005; b. for Paraburdoo industrial area, 31 March 2015, to enable owners/occupiers to approach the Shire without fear of prosecution to help them comply with their obligations under the Planning Act 2005; 4. During the amnesty period run a media campaign to ensure stakeholders are aware of the specific dates of the amnesty period and the proposed audits, including where possible, involving other Pilbara local governments to gain maximum exposure to the issue at hand; 	Completed Tom Price and Paraburdoo audits complete. Onslow audit carried out 1 st & 2 nd June, letters have been sent to the two owners with major compliance issues on their lots. High level of compliance achieved. (June 2016)

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#	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
				<ol style="list-style-type: none"> Approach RTIO to determine if any solution can be found for the shortage of available accommodation and residential land in Paraburdoo and Tom Price; Conduct thorough audits of every LIA in the Shire, ensuring investigations are carried out in a manner that will enable successful prosecutions if required; and Send "Show Cause Letters" to the owners and lessees of any lots that continue to provide unauthorised accommodation at the close of the amnesty period and if no legitimate legal reason is provided within 14 days of the "Show Cause" notification, initiate legal action. 	
4	12/2013	14.8	<p>Onslow Rodeo Grounds (Reserve 39070)</p> <p>MINUTE: 11718</p>	<p>That Council:</p> <ol style="list-style-type: none"> Authorise the Chief Executive Officer to undertake an independent environmental 'audit' and detailed site investigation of Reserve 39070 to: <ul style="list-style-type: none"> determine what has been disposed of on the site; address the classification as 'Possibly contaminated - investigation required' whether the site is safe for use from any contaminants on or within the site; and; anyother matter relevant to the Council and the Department of Environment Regulation that would enable the withdrawal of Memorial M400302. In relation to 1. above, Directs investigate if the audit is able to conducted using current staff resources and expertise, and if not, direct funding, of up to \$50,000, for the environment audit and detailed site investigation of Reserve 39070 be taken from account 140114 (consultant/project costs) of up to \$50,000 and that it be recognised as over budget expenditure. 	<p>Ongoing</p> <p>The changes to the Title have been lodged with Landgate by SED and the matter has been referred to DER for comment.</p> <p>DER have requested further information which Environmental Health are investigating / responding to.</p> <p>(June 2016)</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
1	05/2016	14.1	<p>Proposed Scheme Amendment NO.31 to the Shire of Ashburton Town Planning Scheme No.7 to rezone lot 26 on Deposited Plan 216556 (Killawarra Drive, Area W) from Local Scheme Reserve 'Parks, Recreation and Drainage' to 'Residential R20'</p> <p>MINUTE: 12097</p>	<p>That Council resolve that:</p> <ol style="list-style-type: none"> in pursuance of Section 75 of the Planning and Development Act 2005 (as amended), initiate Scheme Amendment 31 (Standard Amendment) to the Shire of Ashburton Town Planning Scheme No. 7 by: <ol style="list-style-type: none"> Rezoning Lot 26 on Deposited Plan 216556 from 'Parks, Recreation and Drainage' to 'Residential R20' as shown on the Amendment Map; Amending the Scheme Map Accordingly; and the Amendment is a "Standard Amendment" under Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons: <ol style="list-style-type: none"> The amendment has minimal impact on land in the scheme area that is not the subject of the amendment; and The amendment does not result in any significant environmental, social, economic or governance impacts in the scheme area. 	<p>Progressing</p> <p>Amendment assessed by EPA and progressing to advertising for public consultation.</p> <p>(July 2016)</p>
2	01/2016	18.1	<p>Request from Western Australian Planning Commission to provide further detail in relation to reasons provided for not supporting Scheme Amendment 28 to rezone Lot 111 Tom Price – Paraburdoo</p>	<p>That Council:</p> <p>Provide additional advice to the Western Australian Planning Commission which expands on the detail of the reasons specified at the 16 September 2015 Ordinary Meeting of Council for not supporting Scheme Amendment 28 to rezone Lot 111 Tom Price - Paraburdoo Road from "Rural" to Special Use" as follows:</p>	<p>Ongoing</p> <p>Amendment approved by Minister, subject to modification. Email advice to elected members</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			<p>road from “Rural” to “Special Use”</p> <p>MINUTE: 12052</p>	<ol style="list-style-type: none"> 1. The land is needed for an air strip for the Royal Flying Doctor Service; Emergency RFDS flights from Tom Price are currently services from the Paraburdoo Airport which is approximately 75kms from town. Most RFDS calls are night time calls, requiring that the volunteer ambulance officers drive approx. 150kms (round trip) in the dark on a road that often has wandering cattle on it. This is considered safety risk for the drivers and ambulance crew from Tom Price also has an impact on the ability to transfer critical patients to Perth quickly. 2. The proposal will have negative impact on business in Tom Price The proposal businesses identified in the Special Use zone will negatively impact Tom Price which has available land and infrastructure to service the proposed businesses identified and would duplicate businesses which have closed down due to depressed market. It seems pointless building additional businesses when existing businesses have already closed due to the depressed market. There is future potential to develop existing land and business to meet any future potential growth. As a predominantly mining town there is limited future beyond mining. Tom Price already has a good town infrastructure which needs increased infrastructure utilisation to cover Shire costs and needs additional investment to improve the undoubted potential beyond mining. The State Government and the Shire and Mining companies have invested heavily in the town, it would be irresponsible for us as Councillors to not adequately utilize these big investments. 3. There is no appropriate access to the site; 	<p>05/06/2016.</p> <p>Amendment documents to be modified by applicant and returned to Shire for signing prior to final approval, gazettal, and Scheme update.</p> <p>(July 2016)</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>The site currently accessed via an informal track which is not appropriate access point for the kind of commercial development proposed.</p> <p>4. The site is subject to threat from bushfire attack. The site is located within a bushfire prone area and is subject to threat from bushfires as evidenced but fires in December 2015, where a significant portion of the lot is question was burnt out. The development of this lot would pose an unreasonable threat to lives and business.</p>	
3	12/2015	14.1	<p>Review of Shire of Ashburton Planning Scheme NO.7 as required for the 'Planning Health Check' per Planning and Development (Local Planning Schemes) Regulations 2015</p> <p>MINUTE: 12034</p>	<p>That Council:</p> <ol style="list-style-type: none"> Note the contents of the attached 'health check' report as per ATTACHMENT 14.1. Pursuant to Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 recommend to the Western Australian Planning Commission that: <ol style="list-style-type: none"> the Shire of Ashburton Town Planning Scheme No. 7 be amended to comply with the Planning and Development (Local Planning Schemes) Regulations 2015, and that this amendment be undertaken within six months; and that following the preparation and endorsement of a Local Planning Strategy by the Western Australian Planning Commission the Shire commence the preparation of a new Local Planning Scheme to replace the Shire of Ashburton Town Planning Scheme No. 7. 	<p>Progressing</p> <p>The drafting of an amendment to fix errors in the Scheme and include the 'deemed provisions' as per the new Regulations will be commenced in February.</p> <p>Meeting with DoP 22 June refined scope of works currently being undertaken.</p> <p>(July 2016)</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status								
4	12/2015	14.2	<p>Proposed Amendment to the Shire of Ashburton Town Planning Scheme NO. 7 to rezone portion of Lot 16 Onslow Road from 'Public Purposes – Airport' Reserve to 'Special Use 5' Zone</p> <p>MINUTE: 12040</p>	<p>That the Council:</p> <p>1. in pursuance of Section 75 of the Planning and Development Act 2005 ("Act"), adopt Scheme Amendment No. 30 to the Shire of Ashburton Local Planning Scheme No. 7 ("Scheme") for final approval without modification by:</p> <p>a) Rezoning that portion of Lot 16 Onslow Road as shown on the Amendment Map from 'Public Purposes - Airport' reserve to 'Special Use' zone;</p> <p>b) Inserting the following provisions into Appendix 3 to the Scheme:</p> <table><tr><th>No.</th><th>Description of Land</th><th>Special Use</th><th>Conditions</th></tr><tr><td>5</td><td>Portion of Lot 16 Onslow Road</td><td>Transient Workforce Accommodation</td><td><p>1. Accommodation on the land shall be limited to:</p><p>a. Elected members and Persons directly employed by the Shire of Ashburton who are required to temporarily reside in Onslow on official Shire business; and</p><p>b. Contractors</p></td></tr></table>	No.	Description of Land	Special Use	Conditions	5	Portion of Lot 16 Onslow Road	Transient Workforce Accommodation	<p>1. Accommodation on the land shall be limited to:</p> <p>a. Elected members and Persons directly employed by the Shire of Ashburton who are required to temporarily reside in Onslow on official Shire business; and</p> <p>b. Contractors</p>	<p>Ongoing</p> <p>Amendment approved by Minister for Planning, subject to modifications.</p> <p>Email advice to elected members 05/07/2016.</p> <p>Mods being undertaken by Shire prior to final approval, gazettal, and Scheme updated.</p> <p>(July 2016)</p>
No.	Description of Land	Special Use	Conditions										
5	Portion of Lot 16 Onslow Road	Transient Workforce Accommodation	<p>1. Accommodation on the land shall be limited to:</p> <p>a. Elected members and Persons directly employed by the Shire of Ashburton who are required to temporarily reside in Onslow on official Shire business; and</p> <p>b. Contractors</p>										

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision					Current Status
								engaged on projects that are primarily or exclusively for the public benefit.	
				<p>and</p> <p>c) Amending the Scheme Maps accordingly; and</p> <p>2. Authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Ashburton on documentation.</p>					
5	11/2015	14.1	Reconsideration of Final Adoption of Amendment 29 to Rezone Portion of Lot 500 on Deposited Plan 401881 (Reserve 19291) Being the Site for the Onslow Waste Transfer Station from 'Rural'	<p>That Council:</p> <ol style="list-style-type: none"> Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 29; and Pursuant to Part V of the Planning and Development Act 2005 and having considered the submissions lodged during the 					<p>Ongoing</p> <p>Amendment approved and waiting for Minister's signature prior to gazettal</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			to 'Public Purposes - Waste Disposal and Treatment' MINUTE: 12024	advertising period, adopts for final approval Amendment 29 to the Shire of Ashburton Local Planning Scheme No. 7 for the purpose of: a. Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as shown on the Amendment Map; and b. Amending the Scheme Map Accordingly; 3. Authorise the Shire President and the Chief Executive Officer to execute and affix the common seal of the Shire of Ashburton to the relevant documentation; and 4. Refers Amendment No. 29 to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.	and Scheme update. (July 2016)
6	08/2015	19.1	Confidential Item - Carbone Report - Final Report (Nameless Valley and Onslow Airport Camps Fees and Charges; and Onslow Camp Continuation) MINUTE: 11992	4. Note that the matter of the Onslow Airport Camp accommodations/associated facilities tender is being dealt with through a Town Planning Scheme amendment proposal, which will be followed by a tender for the supply/hire of these facilities.	Ongoing Amendment 30 has been submitted to the DoP for final approval – see Item 2 above. (July 2016)

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
7	08/2015	17.2	Notice of Motion in regards to a review of the Transient Worker Accommodation Policy	CEO to initiate a review of LPP13 transient worker accommodation policies and any other related planning in light of other related Councillors opposition to double bunking. Councillors have expressed concerns as Chevron's intentions to double bunk at their Wheatstone Project.	<p>Ongoing</p> <p>Need to undertake review of LPP13 in early 2016 and address Council concerns regarding double bunking.</p> <p>Comprehensive review of all Local Planning Policies underway with workshop proposed for elected members July 2016</p> <p>(June 2016)</p>
8	04/2015	14.3	Final Adoption of Amendment 29 to Rezone Portion of Lot 500 on Deposited Plan 401881 (Reserve 19291) being the site for The Onslow Waste Transfer Station From 'Rural' to 'Public Purposes - Waste Disposal and Treatment'	<p>That Council:</p> <ol style="list-style-type: none"> Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 29; and Pursuant to Part V of the Planning and Development Act 2005 and having considered the submissions lodged during the advertising period, adopts for final approval Amendment 29 to the Shire of Ashburton Local Planning Scheme No. 7 for the purpose of: <ol style="list-style-type: none"> Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as 	<p>Ongoing</p> <p>Department of Planning has advised that Amendment 29 is currently with the Minister for final approval and signing..</p> <p>(July 2016)</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status								
			MINUTE: 11934	<p>shown on the Amendment Map; and</p> <p>b. Amending the Scheme Map Accordingly;</p> <p>3. Authorise the Shire President and the Chief Executive Officer to execute and affix the common seal of the Shire of Ashburton to the relevant documentation; and</p> <p>4. Refers Amendment No. 29 to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.</p>									
9	02/2015	14.1	Proposed amendment to the Shire of Ashburton Town Planning Scheme NO. 7 to re-zone lot 111 Tom Price – Paraburdoo road, Tom Price 'Rural' to 'Special Use'	<p>That Council:</p> <p>1. In pursuance of Section 75 of the Planning and Development Act 2005 ("Act"), initiate Scheme Amendment No. 28 to the Shire of Ashburton Local Planning Scheme No. 7 ("Scheme") by:</p> <p>a) Rezoning Lot 111 Tom Price – Paraburdoo Road from 'Rural' to "Special Use" zone;</p> <p>b) Inserting the following provisions into Appendix 3 to the Scheme:</p> <table><tr><th>No.</th><th>Description of Land</th><th>Special Use</th><th>Conditions</th></tr><tr><td>3</td><td>Lot 111 Tom Price – Paraburdoo Road, Tom Price</td><td>Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation Industry – extractive (bottled water)</td><td>The use of the land shall generally be in accordance with a Local Government approved masterplan that</td></tr></table>	No.	Description of Land	Special Use	Conditions	3	Lot 111 Tom Price – Paraburdoo Road, Tom Price	Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation Industry – extractive (bottled water)	The use of the land shall generally be in accordance with a Local Government approved masterplan that	<p>Ongoing</p> <p>Minister for Planning has approved Amendment subject to modifications (see email to elected members 05/07/2016).</p> <p>Applicant undertaking mods prior to endorsement by Shire, final approval from Minister, gazettal, and update to</p>
No.	Description of Land	Special Use	Conditions										
3	Lot 111 Tom Price – Paraburdoo Road, Tom Price	Bakery Commercial Laundry Exhibition, display and outdoor sales facility (nursery) Holiday Accommodation Industry – extractive (bottled water)	The use of the land shall generally be in accordance with a Local Government approved masterplan that										

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision				Current Status
						Reception Centre (amphitheater) Restaurant Storage facility/depot/laydown area Training Centre Transient Workforce Accommodation Visitor Centre Warehouse (food and beverage distribution) Workshop (housing maintenance and construction)	addresses but not be limited to land use, urban design, carparking, landscaping and integration within the site	Scheme. (May 2016)
				<p>c) Amending the Scheme Maps accordingly; and</p> <p>2. Advise the proponent accordingly and request the preparation of sufficient documentation to support the submission of Amendment 28 to the Environmental Protection Authority for assessment and subsequent public advertising.</p>				
10	02/2015	14.2	Proposed change of purpose for reserve 42467 from 'Recreation – Model Aircraft' to "Cultural Purposes" to allow for the use of the land for Aboriginal Arts and	<p>That Council:</p> <p>1. Request the Minister for Lands to;</p> <p>a) Amend the purpose of Reserve 42467 from 'Recreation to 'Cultural purposes':</p> <p>b) Issue a Management Order to the Shire of Ashburton with power to lease Reserve 42467; and</p> <p>2. Authorise the CEO to negotiate the terms of and execute a</p>				<p>Progressing</p> <p>Ongoing liason with Minister for Lands regarding request to modify reserve.</p> <p>Proponent</p>

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
			Cultural Tours	lease agreement between the Shire of Ashburton and Mr. Stevens or his nominated corporate identity for use of Reserve 42467.	negotiating with Native Title holders. (November 2015)
11	11/2014	18.1	Proposed Amendment to the Shire of Ashburton Town Planning Scheme No. 7 to Reserve Portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes - Waste Disposal and Treatment' MINUTE: 11885	RESOLVED that the Council, in pursuance of Section 75 of the <i>Planning and Development Act 2005 (as amended)</i> , initiate Scheme Amendment 29 to the <i>Shire of Ashburton Town Planning Scheme No. 7</i> by: 3. Rezoning portion of Lot 500 on Deposited Plan 401881 from 'Rural' to 'Public Purposes – Waste Disposal and Treatment' as shown on the Amendment Map; and 4. Amending the Scheme Map Accordingly.	Ongoing See item 6 above. (July 2016)
12	10/2014	14.2	Proposed Scheme Amendment to Rezone Part Lot 271 and Part Lot 277 Killawarra Drive, Tom Price from 'Parks, Recreation and Drainage' to 'Residential R20' MINUTE: 11867	That Council in pursuance of Section 75 of the <i>Planning and Development Act 2005</i> initiate Amendment 28 to the Shire of Ashburton Town Planning Scheme No. 7 by: 1. Rezoning the following land parcels from 'Parks, Recreation and Drainage' reserve to 'Residential R20' as depicted on the amendment map: a. Portion Lot 277 Killawarra Drive and Amaroo Place, Tom Price b. Portion Lot 271 Killawarra Drive and Jabbarup Place, Tom Price c. Portion Lot 277 Killawarra Drive and Ceron Street, Tom Price 2. Amending the Shire of Ashburton Town Planning Scheme No. 7	Ongoing Shire liaising with Rio to resolve issues identified during advertising – underground services; Shire officers liaising with Rio regarding

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				Scheme Map accordingly.	confirmation of impact on underground services. Mapping received from Rio and report for final approval to August OM (July 2016)
13	12/2013	14.5	Draft Landcorp Onslow Expansion Development Plan And Draft Amendments No. 21 And 22 To Planning Scheme No. 7 For Final Approval MINUTE:11711	That Council: (A) ONSLOW EXPANSION DEVELOPMENT PLAN 1. Adopts the 'Schedule of Submissions ATTACHMENTS 14.5D & 14.5E prepared in response to the advertising of the draft Onslow Expansion Development Plan. 2. Adopts the draft Onslow Expansion Development Plan for final approval pursuant to the requirements of Clause 6.4, Appendix 7 and Appendix 11 of the Scheme subject to the draft Onslow Expansion Development Plan being modified in accordance with 'Schedule of Submissions ATTACHMENTS 14.5D & 14.5E. 3. Authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Ashburton on documentation.	Ongoing Amendment 21 approved and published in Government Gazette. Amended documentation for Amendment 22 approved – formal notification to be provided. (July 2016)

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				<p>4. Refer the adopted draft Onslow Expansion Development Plan to the Western Australian Planning Commission with a request for endorsement as a framework for the future land use and development of the land subject of draft Amendment No. 21 and Amendment No 22.</p> <p>(B) LOCAL PLANNING SCHEME AMENDMENT NO. 21</p> <p>1. Endorses the Schedule of Submissions ATTACHMENT 14.5D prepared in response to the community consultation undertaken in relation to Amendment No. 21.</p> <p>2. Pursuant to Part V of the Planning and Development Act 2005 ("Act"), and having considered the submissions lodged during the advertising period, adopt for final approval draft Amendment No. 21 to the Shire of Ashburton Local Planning Scheme No. 7 ("Scheme") by rezoning of land as follows:</p> <p>a) Rezoning:</p> <ul style="list-style-type: none"> i. Lot 301 (Conservation, Recreation & Nature Landscape reserve - portion only); ii. Lot 41 (Conservation, Recreation & Nature Landscape reserve - portion only); iii. Lot 303 (Conservation, Recreation & Nature Landscape reserve - portion only); iv. Lot 571 (Conservation, Recreation & Nature Landscape reserve - portion only); v. Lot 448 (Conservation, Recreation & Nature Landscape reserve); vi. Eagles Nest Road Reserve (Road Reserve); 	

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>vii. UCL 214441 (Rural Living zone); viii. Lot 76 (Rural Living zone); ix. Lot 77 (Rural Living zone); x. Lot 78 (Rural Living zone); xi. Lot 75 (Rural Living zone); xii. Lot 74 (Rural Living zone); xiii. Lot 73 (Rural Living zone); xiv. Lot 129 (Public Purposes – Waste Disposal and Treatment reserve); xv. Lot 80 (Rural Living zone); xvi. Lot 72 (Public Purposes – Water and Drainage reserve); xvii. Lot 71 (Rural Living zone); xviii. Lot 70 (Rural Living zone); xix. Lot 69 (Rural Living zone); xx. Reserve 219198 (Public Purposes – Waste Disposal and Treatment reserve - portion only); and xxi. Lot 302 (Public Purposes – Waste Disposal and Treatment reserve - portion only) to 'Urban Development zone. b) Amending the Scheme Maps accordingly.</p> <p>3. Authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Ashburton on documentation.</p> <p>4. That the Council refer Amendment No. 21 to the Scheme, so adopted for final approval, to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.</p>	

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				<p>5. That, where notification is received from the Western Australian Planning Commission that a modification of the Amendment is required prior to approval of the Amendment by the Minister, this modification is to be undertaken in accordance with the requirements of the Town Planning Regulations 1967, unless the modification affects the intent of the Amendment, in which case it shall be referred to the Council for consideration.</p> <p>(C) LOCAL PLANNING SCHEME AMENDMENT NO. 22</p> <p>1. Endorses the Schedule of Submissions ATTACHMENT 14.5E prepared in response to the community consultation undertaken in relation to Amendment No. 22.</p> <p>2. Pursuant to Part V of the Planning and Development Act 2005 ("Act"), and having considered the submissions lodged during the advertising period, adopt for final approval draft Amendment No. 22 to the Shire of Ashburton Local Planning Scheme No. 7 ("Scheme") by:</p> <p>a) Inserting new Clause 6.6.4 of the Scheme to read as follows:</p> <p>"6.6.4 Notwithstanding any other provision of the Scheme, where a development plan is prepared and approved in accordance with this Scheme over land zoned 'Residential' or Urban Development' and where it provides density coding in accordance with the Residential Design Codes, servicing, development and subdivision will be in accordance with the R Code density of the development plan."</p>	

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>b) Amending Clause 6.8 of the Scheme to read as follows:</p> <p>“6.8 Urban Development Zone</p> <p>6.8.1 Before considering any proposal for subdivision or the residential development of land within the Urban Development Zone (not including a single dwelling), the Local Government will require the preparation of a Development Plan for the entire development area or any part or parts as is considered appropriate by Local Government and which will define the relevant R Coding for individual precincts.</p> <p>6.8.2 Before considering any proposal for development of land (other than residential) within the Urban Development Zone, the Local Government may require the preparation of a development plan for the entire development area or any part or parts as is considered appropriate by Local Government.</p> <p>6.8.3 Applications for development for land zoned Urban Development and which could be potentially contaminated through previous land uses shall not be determined by the Local Government unless issues relating to possible soil and groundwater contamination are first resolved to the satisfaction of the Department of Environmental Protection.</p> <p>6.8.4 In considering any proposal for subdivision or development of land within the Urban Development Zone, the Local Government shall have regard to any existing or proposed extractive industry operations within the zone, and may require or recommend to the WAPC staging of development or subdivision to minimise land use conflict during</p>	

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				<p>the life of the extractive industry operation.”</p> <p>c) Amending the Scheme Maps by removing reference to the Residential Design Codes density to the Urban Development zone.</p> <p>d) Inserting new Clause 6.4.12 into the Scheme to read as follows:</p> <p>"6.4.12 The following Development Plans have been adopted under the Scheme by the local government and Western Australian Planning Commission:</p> <p>6.4.12.1 Onslow Townsite Expansion Development Plan, as contained within Appendix 12 of the Scheme."</p> <p>e) Insert new Appendix 12 into the Scheme to read as follows:</p> <p>"Appendix 12 Development Plans adopted under the Scheme by the local government and Western Australian Planning Commission."</p> <p>3. Authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Ashburton on documentation.</p> <p>4. That the Council refer Amendment No. 22 to the Scheme, so adopted for final approval, to the Western Australian Planning Commission with a request for the approval of the Hon. Minister for Planning.</p>	

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#	Council Meeting (mm/yy)	Agenda Ref.	Report Title	Council Decision	Current Status
				5. That, where notification is received from the Western Australian Planning Commission that a modification of the Amendment is required prior to approval of the Amendment by the Minister, this modification is to be undertaken in accordance with the requirements of the Town Planning Regulations 1967, unless the modification affects the intent of the Amendment, in which case it shall be referred to the Council for consideration.	

Active Scheme Amendments - Status

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
16	Rezone certain portions of Lot 16 on Deposited Plan 161140, Onslow Road, Onslow (Onslow Airport) to 'Mixed Business' Zone. (Stage 2)	16 March 2011	Rezone certain portions of Lot 16 on Deposited Plan 161140, Onslow Road, Onslow (Onslow Airport) from Public Purposes 'Airport' Reserve to 'Mixed Business' Zone. (Stage 2)	Report to August 2016 OCM to recommend discontinuing amendment. (January 2016)
22	Draft Amendment 22 comprises lots and parcels currently zoned "Urban Development" within the current Onslow Townsite. The Amendment seeks to	14 December 2012	Comprises lots and parcels currently zoned 'Urban Development' within the current Onslow Townsite. The Amendment seeks to remove the prescribed density coding and have it reflected in the draft Development Plan. Modifications to the Scheme are considered necessary to ensure that the	Complete Amendment 22 approved and to be gazetted when Shire receives formal notification

Development and Regulatory Services Status Report – Planning Services

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
	<p>remove the prescribed density coding and have it reflected in the draft Development Plan.</p> <p>Modifications to the Scheme are considered necessary to ensure that the density provisions of a development plan can be implemented.</p> <p>The draft Amendment addresses potential noise impacts from Onslow Salt on subdivisions and development in the form of a new 'Special Control Area' provision.</p>		<p>density provisions of a development plan can be implemented.</p> <p>The draft Amendment addresses potential noise impacts from Onslow Salt on subdivisions and development in the form of a new 'Special Control Area Provision'.</p>	(June 2016)
23	New Provision in the Shire of Ashburton Local Planning Scheme No. 7 – Clause Height of Buildings in the 'Commercial and Civic' Zone, Onslow	21 March 2012	New Provision in the Shire of Ashburton Local Planning Scheme No. 7 – Clause Height of Buildings in the 'Commercial and Civic' Zone, Onslow.	Report to August 2016 OCM to recommend discontinuing amendment. (May 2016)
25	Revised in the Shire of Ashburton Local Planning	19 September 2012	Revised in the Shire of Ashburton Local Planning Scheme No. 7 – Onslow	Report to August 2016 OCM to recommend discontinuing

Development and Regulatory Services Status Report – Planning Services

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
	Scheme No. 7 – Onslow Aerodrome Environs Area Special Control Area'		Aerodrome Environs Area Special Control Area'	amendment. (May 2016)
27	Reclassifying the land parcels from the 'Parks Recreation and Drainage' to 'Residential R20' part Lot 277 Killawarra Dr and Amaroo Pl, part Lot 271 Killwarra Dr and Jabbarup Pl, part Lot 277 Killawarra Dr and Ceron St			Advertising complete 27 February 2015 – resolving issues identified during advertising with Rio Service (underground services in amendment area). Rio advise that site investigations are complete and report to be prepared for Shire. Rio to provide advice June 2016. (June 2016)
28	Rezone subject site (Lot 111 Paraburdoo-Tom Price Road Tom Price) from "Rural" to "Special Use 3" zone to allow for a range of additional uses to be approved on the site.			Council resolved not to support final adoption of Amendment 28 at September OCM. Amendment approved and awaiting gazettal. (July 2016)
29	Onslow Waste Treatment site to be rezoned to accurately reflect current	19 November 2014	Rezone WTS site from 'Rural' to 'Public Purposes – Waste disposal and treatment'	Amendment submitted to Minister for Planning for assessment and final approval

Development and Regulatory Services Status Report – Planning Services

Amendment No.	Site or Issue	Initiation Date of Amendment by Council	Proposal	Current status
	use			(February 2016)
30	Airport TWA not zoned appropriately for ongoing use	15 July 2015	Proposed Amendment to the Shire of Ashburton Town Planning Scheme no. 7 to Rezone Portion of lot 16 Onslow Road from 'Public Purposes - Airport' reserve to 'Special Use 5' Zone	Amendment approved and awaiting gazettal. (July 2016)

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
1	06/2016	17.3	Notice of Motion – Zebra Crossing in Tom Price	Request the CEO to present to Council the process and cost for approval of a Zebra Crossing between Tom Price Library and Tom Price Shopping Mall as a response to the petition collected at the Tom Price Post Office and presented by Cr Fernandez a few months ago. The Post Office Manager contacted Main Roads for advise and was told that this is a Shire matter.	Completed Report to July Council meeting (June 2016)
2	03/2016	15.1	Strategic Asset Management Plan MINUTE: 12064	That Council: 1. Endorses the Strategic Asset Management Plan 2016-2020 as a component of the Shire's Integrated Strategic Planning and Reporting Framework and in particular, for consideration as part of the ongoing annual and long term financial plans; 2. Acknowledges that levels of service and whether or not to rationalise the Shire's asset network will need to be considered as part of the forthcoming review of the Corporate Business Plan and the Long Term Financial Plan; and 3. Notes that officers are continuing to – a. collect and improve asset management data and systems to increase confidence in this Plan; b. undertake cyclic condition audits of all asset classes and review modelling to confirm required renewal expenditure; c. collect asset data for minor assets (currently	Progressing Successful in securing a program to have our building assets audited with improved component data. As part of the annual Fair Value process, plant and equipment is being audited and will be integrated into the Asset Management System. (May 2016) Condition auditing on Staff housing to commence in July/August. (June 2016)

Infrastructure Services Decision Status Report

Infrastructure Services Decision Status Report																										
	CouncilMeeting	Agenda Ref.	Report title	Council decision	Current status																					
				<p>excluded from the modelling) so it can be available for future plan updates;</p> <p>d. develop asset design and construction standards as part of ongoing budget considerations for future assets; and</p> <p>e. endeavor to provide whole of life costs as part of future asset provision reports to Council.</p>																						
3	03/2016	15.5	Outcome of RFT 04/16 selected Trades and Services (Rapid Response) MINUTE: 12068	<p>That Council:</p> <p>1. Award individual Contracts to the following Contractors for each portion of RFT 04/16 Selected Trades and Services (Rapid Response):</p> <table><tr><th>Portion</th><th>Description</th><th>Contractor</th></tr><tr><td>1</td><td>Electrical Works & Services Zone 1 (Tom Price)</td><td>Byblos Constructions</td></tr><tr><td>2</td><td>Plumbing Works & Services Zone 1 (Tom Price)</td><td>Byblos Constructions</td></tr><tr><td>3</td><td>Concrete Works and Services Zone 1 (Tom Price)</td><td>Byblos Constructions</td></tr><tr><td>4</td><td>Glazing Works Zone 1 (Tom Price)</td><td>Byblos Constructions</td></tr><tr><td>5</td><td>Electrical Works & Services Zone 2 (Paraburdoo)</td><td>Byblos Constructions</td></tr><tr><td>6</td><td>Plumbing Works & Services Zone 2 (Paraburdoo)</td><td>Byblos Constructions</td></tr></table>	Portion	Description	Contractor	1	Electrical Works & Services Zone 1 (Tom Price)	Byblos Constructions	2	Plumbing Works & Services Zone 1 (Tom Price)	Byblos Constructions	3	Concrete Works and Services Zone 1 (Tom Price)	Byblos Constructions	4	Glazing Works Zone 1 (Tom Price)	Byblos Constructions	5	Electrical Works & Services Zone 2 (Paraburdoo)	Byblos Constructions	6	Plumbing Works & Services Zone 2 (Paraburdoo)	Byblos Constructions	Completed (June 2016)
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Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision			Current status
				7	Concrete Works and Services Zone 2 (Paraburdoo)	Byblos Constructions	
				8	Glazing Works Zone 2 (Paraburdoo)	Byblos Constructions	
				9	Electrical Works & Services Zone 3 (Onslow)	Dice Solutions	
				10	Plumbing Works & Services Zone 3 (Onslow)	C Munro Contractors	
				11	Concrete Works and Services Zone 3 (Onslow)	Dreads	
				12	Glazing Works Zone 3 (Onslow)	C Munro Contractors	
				13	Carpentry/General Building Maintenance Zone 3 (Onslow)	Dreads	
				<p>2. Authorise the Chief Executive Officer to enter into individual contracts with the appointed Contractors to provide selected trades and services in a rapid response situation.</p> <p>3. Restrict awarding of Rapid Response contracts to no more than \$10,000 unless authorised in advance by the Chief Executive Officer.</p>			
4	03/2016	15.4	Outcome of RFT 03/16 Panel of Pre-Qualified Suppliers of Plant and Equipment – Appointment of Suppliers to Panel	<p>That Council:</p> <p>1. Appoint the following suppliers to the Panel of Pre-Qualified Suppliers of Plant and Equipment, for each category under RFT 03/16:</p>			<p>Completed</p> <p>(June 2016)</p>

Infrastructure Services Decision Status Report

	CouncilMeeting	Agenda Ref.	Report title	Council decision	Current status																																																																											
			MINUTE: 12067	<table><tr><th></th><th>Category</th><th>Supplier/s</th></tr><tr><td>1</td><td>Earthmoving</td><td>1. Youngs Earthmoving</td></tr><tr><td></td><td></td><td>2. AllTrack WA</td></tr><tr><td></td><td></td><td>3. Dingo Corporation</td></tr><tr><td></td><td></td><td>4. Drilline</td></tr><tr><td></td><td></td><td></td></tr><tr><td>2</td><td>Cartage</td><td>1. Youngs Earthmoving</td></tr><tr><td></td><td></td><td>2. AllTrack WA</td></tr><tr><td></td><td></td><td>3. Dingo Corporation</td></tr><tr><td></td><td></td><td>4. Drilline</td></tr><tr><td></td><td></td><td></td></tr><tr><td>3</td><td>Compaction Plant</td><td>1. Youngs Earthmoving</td></tr><tr><td></td><td></td><td>2. AllTrack WA</td></tr><tr><td></td><td></td><td>3. Drilline</td></tr><tr><td></td><td></td><td></td></tr><tr><td>4</td><td>Water Cart</td><td>1. Youngs Earthmoving</td></tr><tr><td></td><td></td><td>2. AllTrack WA</td></tr><tr><td></td><td></td><td>3. Drilline</td></tr><tr><td></td><td></td><td></td></tr><tr><td>5</td><td>Labour Hire</td><td>1. Youngs Earthmoving</td></tr><tr><td></td><td></td><td>2. AllTrack WA</td></tr><tr><td></td><td></td><td>3. Dingo Corporation</td></tr><tr><td></td><td></td><td>4. Drilline</td></tr><tr><td></td><td></td><td></td></tr><tr><td>6</td><td>Ancillary</td><td>No appointment as all suppliers appointed in above categories can provide ancillary items.</td></tr></table>		Category	Supplier/s	1	Earthmoving	1. Youngs Earthmoving			2. AllTrack WA			3. Dingo Corporation			4. Drilline				2	Cartage	1. Youngs Earthmoving			2. AllTrack WA			3. Dingo Corporation			4. Drilline				3	Compaction Plant	1. Youngs Earthmoving			2. AllTrack WA			3. Drilline				4	Water Cart	1. Youngs Earthmoving			2. AllTrack WA			3. Drilline				5	Labour Hire	1. Youngs Earthmoving			2. AllTrack WA			3. Dingo Corporation			4. Drilline				6	Ancillary	No appointment as all suppliers appointed in above categories can provide ancillary items.	
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Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
				2. Authorise the Chief Executive Officer to enter into individual contracts with the appointed suppliers.	
5	03/2016	15.2	Approval to advertise and seek public comments on the Business Plan for Onslow Airport MINUTE: 12065	That Council: 3. Endorse the business plan to be advertised for public comment for a period of no less than six weeks. 4. Consider any public comments received in response to the advertising. 5. Authorise the CEO to accept the business plan if no submissions are received.	Completed No comments received. (June 2016)
6	02/2016	15.1	Award of RFQ 02.16 Supply of Truck Mounted Road Sweeper MINUTE: 12058	That Council awards RFQ 02.16 to Bucher Municipal for the purchase of a truck mounted road sweeper for the sum of \$348,900 (ex GST).	Completed Disposal of existing unit in 2016/17 (June 2016)
7	12/2015	15.1	Strategic Waste Management Plan MINUTE: 12034	That Council endorse the Strategic Waste Management Plan as a guide to ongoing waste management in the Shire of Ashburton.	Progressing Operations Manager is reviewing the Waste Strategy in conjunction

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
					with staff which has delayed the preparation of monthly updates. However, a Tender has been called for the installation of a weighbridge at Tom Price and a Request for Quote has been issued for the provision of software to complement the weighbridge. Concept development plans are being prepared for the long term use of Tom Price and Paraburdoo landfill sites. (May 2016)
8	11/2015	15.1	Proposal to Establish a Fuel Farm at Onslow Airport MINUTE: 12031	That Council: 1. Endorse the proposal to lease (10 + 5 years) the Onslow Airport Fuel Farm as depicted in Plan 9949nr-11 (in accordance with Section 3.58 'Disposing of Property' of the Local Government Act 1995) to Skyfuel; 2. Delegate Authority to the Chief Executive Officer to negotiate the terms of the Lease Agreement and advertise the proposal for public comment; and	Completed (June 2016)

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
				3. Authorise the execution of the Lease Agreement should no adverse public comment be received after local public notice as per s3.58 of the Local Government Act 1995.	
9	10/2015	15.2	<p>Agreement with Main Roads WA for the Handover of a Section of Onslow Road</p> <p>MINUTE: 12018</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agree to the Main Roads WA proposal to hand over the section of Onslow Road, north of the new Onslow Ring Road upon completion of pavement rectification works to the satisfaction of the Chief Executive Officer; and 2. Correspond with Ashburton's state government representatives to seek their assistance in securing complimentary state government grant funds to improve drainage at Shanks Road (as an immediate priority) with the opportunity for road train access to Beadon Creek to be considered as part of the 2016/17 budget deliberations (on the basis it can secure joint MRWA/Shire of Ashburton funding allocations). 	<p>Progressing</p> <p>Handover inspection with Main Roads WA undertaken on 02/05/2016.</p> <p>(May 2016)</p> <p><u>Point 1</u> An exchange of letters between Main Roads WA and the Shire has occurred in respect of the Shire now being responsible for the road.</p> <p><u>Point 2</u> Funding has been received for the Shanks Road Drainage and the Shire is developing a design.</p> <p>(June 2016)</p>

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
10	06/2015	15.1	<p>Karratha / Tom Price - Lobbying Proposal for Funding</p> <p>MINUTE: 11972</p>	<p>That Council:</p> <ol style="list-style-type: none"> Note that there are multiple economic and social benefits to sealing the Karratha-Tom Price route, that this project sits comfortably with the original aims and objectives of RfR and that it also delivers on all six policy objectives of the RfR Program; Note that any contribution from the private sector and the Shire should be "gifted" to the State Government for the specific purpose of constructing the road and on this basis would attract a higher (dollar for dollar) matched funding from the Commonwealth; Proceed to discuss with stakeholders their support for the Shire to submit an application to the RfR Program for staged funding to complete the Karratha-Tom Price route and authorise the President and CEO to promote the grant application at both state and federal political levels as required (conditional though, that within the eventual grant approval process, the Shire's two policies applicable to Asset Management (ENG09) and Financial Sustainability(ELM10), and its Long Term Financial Plan, must suitably accommodate the road construction schedule and its long term road maintenance program. 	<p>Progressing</p> <p>Application for funding for the Karratha-Tom Price Rd was submitted for Phase 2 of the Commonwealth Stronger Regions Fund, but it was unsuccessful. An application was submitted for Round 3, with announcements expected in July 2016.</p> <p>The Lobbying Plan is now available. Copies of the Plan have been provided to PDC who has already indicated support for the project. PDC has allocated \$50,000 to expand on the Shire's existing study. Ongoing lobbying will be undertaken in conjunction with PRD and other stakeholders. Plan has been provided to Main Roads WA, who will liaise with PDC.</p> <p>(June 2016)</p>

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
11	05/2015	15.1	Award of RFT 08/15 Closure Works and Rehabilitation of the Onslow Landfill MINUTE: 11959	That Council: 1. Endorse Ertech Pty Ltd as the preferred tenderer for RFT 08/15 Closure Works and Rehabilitation of the Onslow Landfill; 2. Authorise the Chief Executive Officer to award the Contract for RFT 08/15 to Ertech Pty Ltd to a value not exceeding \$4,472,579.54 (ex GST); 3. Authorise the Chief Executive Officer to approve variations up to 10% of the contract sum; and 4. Include sufficient funds in the 2015/16 Annual Budget to progress this project.	Completed (June 2016)
12	01/2015	4.2.3	Public Question from Russell Baker (Tom Price)	Q2: Parking at TAFE to Little Gecko's can this be changed from Angle Parking to Parallel parking to improve user safety? The CEO responded that changing parking to parallel would likely reduce the amount of car parking bays for customers accessing nearby facilities. The bays referred to are well patronised and any changes would likely generate issues. It would be appropriate though, for the Shire to conduct a road safety audit of the situation so that either changes can be made along the lines suggested in the question, or it be confirmed that the current parking arrangements are optimum.	Completed (June 2016)
13	11/2014	15.2	Request to Excise a Portion of Reserve	That Council request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Area B' and 'Area C' in	Progressing

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
			19291 to Facilitate the Rehabilitation of the Existing Onslow Landfill MINUTE: 11874	ATTACHMENT 15.2 and amalgamate with Reserve 38336.	Department of Lands have gained in-principle support from various State Government departments and have updated the reserve boundaries. (June 2016)
14	11/2014	15.3	Request to Excise a Portion of Reserve 19291 to Create a New Reserve Vested in the Shire of Ashburton for the Proposed Onslow Waste Transfer Station MINUTE: 11874	That Council: 1. Request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Waste Transfer Site' in ATTACHMENT 15.3; and 2. Reserve the excised portion for the purpose of 'Waste Transfer Station' with a Management Order to the Shire of Ashburton.	Progressing Department of Lands have gained in-principle support from various State Government departments and are updating the reserve boundaries. (June 2016)
15	10/2014	15.1	Request for the Excise and Dedication of a Portion of Reserve 19291 Onslow for the Creation of an Access Road to the Proposed Waste Transfer Station	That Council: 1. Request the Minister for Lands to excise from Reserve 19291 that portion of land depicted as 'Road' on ATTACHMENT 15.1B; 2. Request that the Minister of Lands dedicate the land depicted as 'Road' on ATTACHMENT 15.1B as a public road in accordance with Section 56 of the Land Administration Act 1997; and	Progressing Department of Lands have gained in-principle support from various State Government departments and are updating the

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
			MINUTE: 11868	3. In accordance with Section 56 (4) of the Land Administration Act indemnifies the Minister against all costs reasonably incurred in granting this request.	reserve boundaries. (June 2016)
16	08/2014	15.1	Site Selection and Feasibility Study for the proposed Onslow Waste Management Facility Lot 150 Onslow Road - August 2014 MINUTE: 11837	That Council: 2. Authorise the Chief Executive Officer to proceed with the necessary site investigation, planning, approval, consultation and design works required to develop the Waste Management Facility at the Preferred Site ('Site10') in Onslow to a Class IV standard; and 3. Request that the Chief Executive Officer reports back to Council the results of (2) for further Council consideration on the eventual proposed design and business delivery model of the Waste Management Facility.	Progressing Contract modelling and market sounding currently underway and expected to be completed by December 2016. (June 2016)
17	06/2014	15.1	Road Closure - Road No 1644 From Mount Florence Homestead To Hamersley Homestead MINUTE: 11817	That Council: 1. In accordance with Section 58 of the Land Administration Act 1997 publishes the public notice of intention to close in entirety Road Number 1644 as defined in the Government Gazette notice of April 1904 for amalgamation into adjoining properties, in a newspaper circulating in its district, and invite representations on the proposed closure within a period of 35 days from the publication; and 2. Delegate to the Chief Executive Officer the power to resolve to make a request to the Minister to close the road, should no objections be received.	Progressing The Shire has contacted the Department of Lands and asked for this to be closed off as soon as possible. Rio Tinto has now issued the Shire with a letter titled 'Discontinuation of the proposed closure for ROAD 1644 from Mount Florence Homestead to Hamersley Homestead'

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
					<p>which now needs to be assessed.</p> <p>Shire is currently reviewing all original documentation and correspondence due to staff changes in RTIO contact.</p> <p>(March 2016)</p>
18	10/2012	18.3	<p>Tom Price Royal Flying Doctor Air Strip</p> <p>MINUTE: 11336</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Rescinds previous decision from August 2012 Meeting (Minute 11272) i. Council will support the development of a RFDS air strip for Tom Price if owned and operated by others and; ii. Direct the CEO to lobby resource companies, state government departments etc to construct own and operate an RFDS air strip in Tom Price." <p>Alternate Motion:</p> <ol style="list-style-type: none"> 1. Council supports, without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Air Strip, for which to service their needs. 2. Council authorises the Chief Executive Office to source the required capital funding for the Royal Flying Doctor Air Strip and investigate means to offset maintenance costs. 	<p>Progressing</p> <p>Business Case has been finalised.</p> <p>The Shire and HQ Management are in discussions with Rio Tinto to confirm the use of the preferred site, the provision of site information and Rio Tinto's position on forming a partnership for the project.</p> <p>Department of Lands has been consulted and a land tenure proposal is with</p>

Infrastructure Services Decision Status Report

	Council Meeting	Agenda Ref.	Report title	Council decision	Current status
				3. On the basis of 2. above and should capital funds be located, then Council agree in principle to accept ownership responsibility of the airstrip. 4. A Business Plan is to be brought back to Council for approval.	Perth RTIO management to determine their position. RTIO has requested documented evidence of all site assessments undertaken that target their site as the preferred/only option for a Tom Price RFDS strip. (June 2016)
19	08/2012	13.4	Mine Road Tom Price – Dedication of road. MINUTE: 11261	That Council: 1. That Council resolves to make a request to the Minister under section 56(1)(a) of the Land Administration Act 1997 to dedicate Lot 356 of DP 216348 as a road. 2. Council resolves to advise Department of Regional Development and Lands that it would also be prepared to accept a road reserve to continue to the entry to the Tom Price LIA.	Progressing Rio Tinto are investigating concerns that it has with this amalgamation, even though it was originally its request for the amalgamation and transfer of ownership to the Shire. Emailed for follow up, awaiting response letter from Rio. (August 2015)

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
1	06/2016	16.1	<p>Lease Agreement between Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street (SES Premises), Tom Price and Lot 2003 Boonderoo Road (BFB Premises), Tom Price</p> <p>MINUTE: 12107</p>	That Council Delegate Authority to the Chief Executive Officer to arrange preparation and execution of the lease agreements between the Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street and Lot 2003 Boonderoo Road, Tom Price for a term of five years commencing 10 November 2015 and expiring on 9 November 2020 for \$0 rental per annum.	<p>Ongoing</p> <p>SoA executed. Forwarded to Lessor for execution</p> <p>(July 2016)</p>
2	06/2016	18.1	<p>Design and Construction of the Onslow Skate Park</p> <p>MINUTE: 12108</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Accepts the Lump Sum Tender of \$1,000,000 (GST Exclusive) from CONVIC for RFT 16/14 Design and Construction of the Onslow Skate Park; 2. Approves the proposed increase in the project budget from \$1 million to \$1.3 million, subject to approval from the Onslow Macedon Infrastructure Working Group; 3. Authorises the CEO to negotiate/execute Contract documentation upon approval of the funding outlined in (2) above, and manage the Contract including variations to the design specifications and contract value (providing this does not exceed the project budget or reduce the overall scope). 	<p>Ongoing</p> <p>PIP has been endorsed by Onslow Macedon Infrastructure Working Group for \$1.3m; contract forwarded to CONVIC for execution.</p> <p>(July 2016)</p>
3	06/2016	18.2	<p>Affixing the Common Seal to the Paraburdoo Community Hub building Financial Assistance Agreement with Department of Regional Development</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes that the Department of Regional Development has advised that the Cabinet has recently approved the Shire's application for a \$5m Royalties for Regions Grant to assist in the construction of the Paraburdoo Community Hub; 	<p>Ongoing</p> <p>Seal has been affixed to funding agreement and forwarded to Dept of Regional Development; \$5</p>

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
			MINUTE: 12109	2. As per Council Policy ELM13, endorses the Shire President and CEO to sign the Financial Assistance Agreement for the \$5m grant and apply the Shire's Common Seal.	million transferred into joint treasury account as required. (July 2016)
4	05/2016	18.1	Proposal to vary the Onslow Shire Complex Design MINUTE: 12101	That Council delegates the CEO authority to negotiate the estimated cost and program for the Council Chambers extension for the Onslow Shire Complex with Woollam Constructions (to ensure it is of a fit for purpose size), and enter into a variation of contract for the works to be completed providing it does not exceed the project's existing budget.	Ongoing Variation issued to Woollam Constructions; works should be completed by end Sept (July 2016)
5	05/2016	16.3	Proposal to Lease the Paraburdoo Child Care Facility MINUTE: 12100	That Council: 1. Receives the Offer from One Tree Community Services Inc to lease and operate the Paraburdoo Child Care Facility upon its completion; 2. Authorises the CEO to finalise the terms of the proposed Lease and advertise the proposal for public comment for a period of not less than two weeks; and 3. Should no adverse comment be received, execute the Lease Agreement with One Tree Community Services Inc.	Ongoing Officers working with One Tree and also Rio Tinto to negotiate and finalise the lease details for advertising – should be ready to advertise in 1 – 2 weeks (July 2016)
6	05/2016	16.2	Authorisation to affix Common Seal – Transfer of Land documents for acquisition of Lot 314 Poinsettia Street, Tom Price	That Council: 1. Authorise the Chief Executive Officer and Shire President to execute the contract of sale for Lot 314 Poinsettia Street, Tom Price for \$300,000 plus GST; and	Ongoing Contract of Sale duly executed. Payment being

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
			MINUTE: 12099	2. Authorise the Chief Executive Officer and Shire President to apply the Common Seal to the Transfer of Land documents.	held until (preparation of) Deposited Plan condition is cleared. Transfer of Land documents being prepared by Settlement Agent. (July 2016)
7	04/2016	16.1	Endorsement of the Paraburdoo Community Hub Design, Business Case and Operating Cost model MINUTE: 12083	That Council: 1. Endorses the revised business case, project options and proposed operating budget model presented for the Paraburdoo Community Hub (CHUB), seeking a grant of \$5 million from the Pilbara Development Commission; and 2. Highlights its commitment to the project and to specifically address the State Government's sustainability requirements of the Shire of Ashburton, by – a) Recognising that there will be an increased annual operating cost deficit for the new Paraburdoo CHUB after the five year operating contribution from Rio Tinto has expired, estimated at up to \$734,291 per annum by 2030, and committing to the necessary deficit sum being incorporated into future Shire of Ashburton budgets; and b) Recognising the Shires commitment of up to \$3.5 million from Council's reserves. c) Recognising that the Shire's long term financial planning	Completed This item superseded by Item 3 (Minute 12109) above (July 2016)

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
				indicates that this project is affordable, but that Council accepts it may need to defer less important capital projects until later financial years if that is financially prudent or necessary to do so.	
8	04/2016	16.2	Endorsement of Final Concept Design Onslow Skate Park MINUTE: 12084	That Council approves the Final Concept Report and Design of the Onslow Skate Park as per Attachment 16.2, to be developed into a request for tender for design and construction.	Completed This item superseded by Item 2 (Minute 12108) (July 2016)
9	03/2016	18.1	RFT 01/16 Design and Construction of Onslow Aquatic and Recreation Centre, Onslow MINUTE: 12071	That Council: 1. Accepts the Lump Sum Tender of \$5,927,334 (GST exclusive) from Pindan Contracting Pty Ltd for RFT 01/16 Design and Construction of Onslow Aquatic and Recreation Facility including provisional sums; 2. Authorises the Chief Executive Officer to negotiate the final terms and execute the Contract documentation; 3. Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the facility's overall scope.	Ongoing Contract has been executed with Pindan, detailed design underway, facility expected to be completed Jan 2017. 95% design review underway. (July 2016)
10	11/2015	16.2	Authorisation to Affix Common Seal – Application for a New/Balance Title for Lot 16 Onslow Road, Onslow MINUTE: 12024	That Council approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the Application for a New/Balance Title form for lodgment to Landgate.	Ongoing Common Seal applied. Document forwarded to Settlement Agent 23 November 2015.

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
					<p>Lodgement cannot take place until the Deed of Surrender and new Deed of Easement documents are received from Water Corporation.</p> <p>Negotiations are being undertaken between Water Corporation and Onslow Salt.</p> <p>(July 2016)</p>
11	11/2015	16.1	<p>Relinquishment of Lot 46 South Road, Tom Price by Hamersley Iron for Acquisition by the Shire of Ashburton</p> <p>MINUTE: 12032</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the acquisition of Lot 46 South Road, Tom Price; and 2. Approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the transfer of land documents for lodgment to Landgate. 	<p>Ongoing</p> <p>Leadership changes have resulted in delays to the internal approvals required by Rio Tinto.</p> <p>(July 2016)</p>
12	10/2015	16.1	<p>RFT 15/15 Design and Construction of Onslow Multipurpose Courts, Onslow</p> <p>MINUTE: 12019</p>	<p>That Council:</p> <ol style="list-style-type: none"> 3. Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope. 	<p>Completed</p> <p>Practical completion now achieved and facility is open to the public.</p> <p>(July 2016)</p>

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
13	10/2015	16.5	Request for Creation of Reserve with Management by Shire of Ashburton – Unallocated Crown Land being Lot 330 on Deposited Plan 66635 and Portions of unallocated Crown Land between Lots 330 and 414 for the Purpose of “Recreation”, Onslow MINUTE: 12022	That Council: 1. Request the Minister for Lands to: a. Reserve Lot 330 and portions of Unallocated Crown Land from Lot 330 to Lot 414 as described on Plan Onslow Boardwalk - 01 and dated April 2015 for the purpose “Recreation”; and b. Issue a Management Order to the Shire of Ashburton. 2. Advise Department of Lands in writing of the Shire’s commitment to indemnify the Minister against any claim for compensation.	Ongoing Council’s decision and letter of indemnification was forwarded to Department of Lands to commence NOITT actions. Deposited Plan prepared by surveyor, yet to be placed In Order For Dealings at Landgate. (July 2016)
14	10/2015	18.1	Confidential Item – Proposal from Onslow Marine Support Base for the acquisition of Lot 9500 Onslow Road, Onslow MINUTE: 12023	That Council: 3. Accept Onslow Marine Support Base Pty Ltd’s proposal for acquisition of Lot 9500 Onslow Road, Onslow; and 4. Delegate authority to the Chief Executive Officer to finalise and execute a contract of sale with Onslow Marine Support Base Pty Ltd, generally in accordance with the contents of this report.	Ongoing Contract of sale executed. Due Diligence satisfied. Deposit is currently held with LJ Hooker Settlements. Special conditions (new titles and Deed of Easement for road access) being satisfied. Legal advice being sought

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
					in regard to company names/structures to ensure compliance with Council's original sale of land resolution. (July 2016)
15	09/2015	16.1	RFT 16/15 Supply and Installation of Modular Buildings for the Ocean View Caravan Park Redevelopment, Onslow RC24405 MINUTE: 11997	That Council: 3. Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	Completed Practical completion now achieved – minor defects being rectified (July 2016)
16	08/2015	16.4	RFT 9/15 Design and Construction of the Paraburdoo Child Care Centre, Paraburdoo MINUTE: 11991	That Council: 3. Authorises the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the building's overall scope.	Ongoing Final inspection has been undertaken – minor defects and landscaping to be completed in the next week. (July 2016)
17	07/2015	16.2	Ocean View Caravan Park - Realignment of Boundary MINUTE: 11975	That Council endorses the proposed realignment of the boundary to Lot 3001 on Plan 48469, Reserve 24405, Onslow (Ocean View Caravan Park), and authorises the necessary application to be made to Minister for Lands.	Ongoing Requested boundary realignment forwarded to Department of Lands.

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
					<p>Mandatory referral process completed.</p> <p>Deposited Plan lodged by surveyor. Yet to be placed In Order For Dealings at Landgate.</p> <p>(July 2016)</p>
18	10/2014	19.1	<p>Confidential Item - Outcome of Request for Tender to Lease Onslow Construction Camp (rft 25/14)</p> <p>MINUTE: 11871</p>	<p>That Council:</p> <p>3. Authorise the CEO to negotiate satisfactory off-site arrangements for Shire accommodation in Onslow suitable to the Shire's expected longer term needs;</p> <p>4. If a successful negotiation of alternative accommodation can be secured, proceed with the demobilisation of the remaining camp facilities. Alternatively if negotiations are unsuccessful, call relevant tenders for the continuation of the Airport Camp at minimal accommodation unit numbers (approximately 30) as a medium term accommodation facility for Shire staff and Shire Contractors; and</p>	<p>Completed</p> <p>Updated report to be considered by Council at July 2016 OCM.</p> <p>(July 2016)</p>

Strategic and Economic Development Decision Status Report

	Council Meeting	Agenda Ref.	Report Title	Council Decision	Current Status
19	09/2014	16.1	<p>Proposed Memorandum of Understanding for Pilbara Regional Council to Undertake Conservation Works at Old Onslow</p> <p>MINUTE: 11859</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the proposal by the Pilbara Regional Council to undertake conservation works at the Old Onslow Townsite in accordance with its proposal and \$1 million budget provided in the Onslow Social Infrastructure Fund; and 	<p>Ongoing</p> <p>PRC has completed temporary stabilisation works (January). Interpretive signage design underway and quotations received for further stabilisation of buildings.</p> <p>(July 2016)</p>

Actions Performed Under Delegated Authority for the Month of June 2016.

The Use of the Common Seal

Seal No.	Date Seal Applied	Council Decision	Parties Involved	Document Details
627	22/06/2016	Ordinary Meeting of Council 21 June 2016 Minute No: 12109	State of Western Australia Shire of Ashburton	Document Prepared By: State of Western Australia Details: Financial Assistance Agreement, Royalties for Regions Project, Regional Infrastructure and Headworks Fund, Pilbara Place Making and Place Activation Framework Fund – Paraburdoo Community Hub

Consultation:

Chief Executive Officer

Financial Implications:

There are no financial implications related to this matter.

Certain Planning Functions Relating to Shire of Ashburton Town Planning Scheme No. 7 (DA08-1)

A, B, C	Advertising and Determining Applications for, Planning Approval, Draft Development Plans, or Extension for Town Planning Scheme Amendments and Development Plans				
	Adv or Det. App.	Date	Applicant	Description	Development location
	16-33	07/06/2016	Friends of St Nicholas	Repairs – St Nicholas Church	Lot 264 Third Avenue, Onslow
	16-05	22/06/2015	Ricky Hill	Concrete Batching Plant	Lot 68 Camp Road, Paraburdoo
	15-150	22/06/2016	Ricky Hill	Storage facility/Depot/Laydown area	Lot 10 Camp Road, Paraburdoo

A, B, C	Advertising and Determining Applications for, Planning Approval, Draft Development Plans, or Extension for Town Planning Scheme Amendments and Development Plans				
	Adv or Det. App.	Date	Applicant	Description	Development location
	16-11	22/06/2016	Onslow Rodeo Association	All buildings & structures associated with existing Single House and Equestrian Centre (non-conforming use)	Lot 127 (Reserve 39070) Onslow Road, Onslow
	16-09	29/06/2016	Onslow Rodeo Assoc	Retrospective all structures	Lot 127 (Reserve 39070) Onslow Road, Onslow
	16-24	22/06/2016	Skyfuel Australia Pty Ltd	Installation of New Jet A1 Fuel storage and dispensing facility	Lot 16 Onslow Road, Onslow
	16-30	22/06/2016	Quinton Rees	R-Code Variation - Shed	Lot 509 Pepper Street, Tom Price
	16-09	29/06/2016	Onslow Rodeo Association	Retrospective Approval – all structures Onslow Rodeo Grounds	Lot 127 (Reserve 39070) Onslow Road, Onslow
D	Subdivision and Development Design				
E	Consideration of WAPC Referrals of Applications for Subdivision Approval				
F	Clearance of Local Government Conditions associated with Subdivision Approval				
G	Issue of Certificates (Strata Titles)				
H	Directions regarding unauthorised development				
	<ul style="list-style-type: none"> • 886 Ceron Street Tom Price – Illegal Structure • 2256 Poincianna Street Tom Price – Breach notice Fencing Local Law 				

	<ul style="list-style-type: none"> • Lot 327 Warara Street Tom Price – Building Order • Lot 68 Camp Road Paraburdoo – Illegal Structure • Lot 681 Cornish Way Onslow – Illegal Structure • Lot 1075 Amaroo Place Tom Price – Encroachment into UCL • Lot 1076 Amaroo Place Tom Price - Encroachment into UCL • Lot 1077 Amaroo Street Tom Price - Encroachment into UCL • Lot 332 Palm Street Tom Price – Encroachment into Shire reserve • Lot 333 Palm Street Tom Price - Encroachment into Shire reserve • Lot 54 Nameless Valley Drive Tom Price – Illegal Structure • Lot 72 Metawandy Place Paraburdoo – Alleged illegal waste storage – Power of entry
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I	Responsible Authority Reports to the Development Assessment Panel			
	Date	Applicant	Description	Development Location

Consultation:

Chief Executive Officer

Executive Manager, Development & Regulatory Services

Financial Implications:

There are no financial implications related to this matter.

Report of Delegation Activities - Delegated Authority Register 2016

Approval Date	Delegation No.	File Ref	Title	Decision
Delegation of Powers and Duties of the Local Government Act to the CEO (DA02-4)				
				There were no delegations (DA02-4) performed.

Consultation:

Not applicable

Financial Implications:

There are no financial implications related to this matter.

Tenders (Accepted and Executed Associated Contract) (Delegation DA06-6)

Approval Date	File Ref	Title	Tenderer	Total Score (/100)	\$
30/06/2016	CM12.16 GV01.16	Award of Tender RFT 12/16 Landscaping Stage 1 of the Ocean View Caravan Park Redevelopment, Onslow – Awarded to Outback Trees of Australia Pty Ltd	1. Outback Trees of Australia Pty Ltd 2. Landscape Australia 3. Frogmat Environmental(Australasia) Pty Ltd 4. Prime Civil Pty Ltd	1. 79.7 2. 74.8 3. 55.5 4. 53.7	1. \$180,525.00 2. \$293,543.80 3. \$650,825.45 4. \$358,331.82

Consultation:

Executive Manager, Strategic & Economic Development

Financial Implications:

Goods purchased in accordance with 2015/16 Budget.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016



**SHIRE OF ASHBURTON
ABORIGINAL REFERENCE COMMITTEE
MINUTES**

**Ashburton Hall
Ashburton Avenue
Paraburdoo**

21 June 2016

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**SHIRE OF ASHBURTON****ABORIGINAL REFERENCE COMMITTEE MEETING**

Dear Councillor

Notice is hereby given that an Aboriginal Reference Committee Meeting of the Shire of Ashburton will be held on Tuesday 21 June 2016 at the Ashburton Hall, Ashburton Avenue, Paraburdoo.

The business to be transacted is shown in the Agenda.

Neil Hartley
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

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MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**1. DECLARATION OF OPENING**

The Chairperson declared the meeting open at 4.08 pm.

2. ATTENDANCE**2.1 PRESENT**

Cr C Fernandez	Tom Price Ward (Chairperson)
Cr L Thomas	Tableland Ward
Mr N Hartley	Chief Executive Officer
Mr F Ludovico	Executive Manager, Corporate Services
Ms L O'Reilly	Executive Manager, Community Development
Ms L Reddell	Executive Manager, Development & Regulatory Services
Ms J Smith	Executive Officer
Ms J Forward	CEO & Councillor Support Officer

2.2 APOLOGIES**2.3 APPROVED LEAVE OF ABSENCE**

Cr P Foster	Tom Price Ward
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3. ANNOUNCEMENT OF VISITORS**4. DECLARATION BY MEMBERS****4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA**

That Councillors have given due consideration to all matters contained in the Agenda presently before the meeting.

4.2 DECLARATIONS OF INTEREST**Councillors to Note**

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

(a) In a written notice given to the Chief Executive Officer before the Meeting

or;

(b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

(c) Preside at the part of the Meeting, relating to the matter or;

(d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Committee decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Committee carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**Committee Decision****MOVED: Cr C Fernandez****SECONDED: Cr L Thomas**

That the Minutes of the Aboriginal Reference Committee held on 26 April 2016, be accepted as true and correct.

CARRIED 2/0
Crs Fernandez and Thomas voted for the motion.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

6. REFERENCE

6.1 TERMS OF REFERENCE

OBJECTIVES

To be a conduit and provide a forum for Aboriginal people and their communities living within the Shire of Ashburton to raise issues with the Shire on the Shire's of Ashburton business and affairs that relate to them.

To advise Council/Councillors on suggested actions the Council should consider to address relevant issues raised with and by the Committee.

ROLES AND RESPONSIBILITIES

To liaise with Aboriginal people and communities located within the Shire of Ashburton to identify Local Government issues (i.e. issues within the parameters of the Shire of Ashburton's authority and responsibilities) that may affect local Aboriginal people, and to collaborate with them on the development of strategies to address those identified needs, issues and interests.

To advise and recommend to Council/Councillors on the above identified needs, issues and interests of local Aboriginal people and the most appropriate strategies to address them.

MEETINGS

Membership

Membership of the Shire of Ashburton Aboriginal Reference Committee will be:

- Three Elected Members of the Shire of Ashburton (one of whom shall be elected Chairperson);
- Other interested individuals may attend meetings as guests/observers, with the prior approval of the Chairperson.

Authority

The Committee has no delegated authority and the Shire President is to be the Shire's Spokesperson on issues under the Committee's consideration (irrespective of Committee Membership) unless otherwise authorised by the Shire President.

Budget and Organisational Support

- A dedicated Budget allocation outlining the levels and parameters of support for the Aboriginal Reference Committee is to be decided by Council;
- A relevant Shire employee will attend meetings to provide administrative support including:
 - Preparation and provision of committee agendas and minutes; and
 - Preparation of committee meeting venue, as required.

Term

The term of membership for committee members is to coincide with bi-annual Local Government Councillor Elections.

Frequency

Meetings are to be held as required and wherever practical, correspond with Shire of Ashburton Ordinary Council Meeting dates and locations.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

6.2 STATUTORY ENVIRONMENT

Maybe applicable depending on actions to be pursued.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

7. AGENDA ITEMS

7.1 OBJECTIVES AND BUDGET IMPLICATIONS OF THE ABORIGINAL REFERENCE COMMITTEE

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	1 June 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 7.1 – Aboriginal Reference Committee Meeting 26 April 2016 Agenda Item 12.1 (Minute No. 12046) – Ordinary Meeting of Council 19 January 2016 Agenda Item 11.4 (Minute No. 11978) – Ordinary Meeting of Council 15 July 2015 Agenda Item 17.2 (Minute No. 11973) – Notice of Motion - Ordinary Meeting of Council 17 June 2015

Summary

At the Aboriginal Reference Committee held on 26 April 2016 the Committee identified the short, medium and long term actions to be progressed through the Committee and any ongoing budget implications that the Shire needs to consider.

The Committee made a recommendation to the Ordinary Meeting of Council held on 24 May 2016 as follows (but the recommendation was not supported):

“That Council endorse the recommendation of the Aboriginal Reference Committee held on 26 April 2016 as per ATTACHMENT 11.3, namely, that Council:

- 1. Seek funding for an Aboriginal Engagement Officer and other resources to enable these actions (listed below) to be undertaken –*

Short Term Actions

- Seek funding for an Aboriginal Engagement Officer and other resources to enable these actions to be undertaken.*
- Better understanding of the Aboriginal Communities within the Shire (Contact persons, Housing numbers, population and location).*
- Better understanding of the Service Providers and Corporations that assists our Aboriginal Communities by identifying their roles and key contacts that they represent.*
- Develop an engagement strategy with our Aboriginal Communities.*

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

Medium Term Actions

- *Identify means to promote effective coordination of education, employment services, healthcare, childcare, aged care and youth services in Aboriginal Communities.*
- *Identify assets or skills in our Aboriginal Communities that enhance tourism opportunities.*
- *Identify opportunities for Aboriginal participation in the management of natural assets.*
- *Develop a Shire Cultural Policy.*
- *Identify opportunities to attract funding to become involved in the celebration of the Aboriginal history and heritage of the Shire.*
- *Encourage and provide opportunities for diverse participation decision making in local towns and remote Aboriginal Communities.*

Long Term Actions

- *Identify opportunities for Aboriginal Enterprises.*
- *Encourage Aboriginal people to apply for positions that are made available by the Shire."*

The purpose of this report is for the Committee to consider / identify the objectives and budget implications of the Committee as per the Terms of Reference at Point 6.1 of this Agenda.

Background

At the Ordinary Meeting of Council held on 17 June 2015 Cr Thomas tabled the following Notice of Motion in regard to forming a committee for the Aboriginal Communities:

"Request Council to form an Aboriginal Community Committee, to liaise with Aboriginal Communities on how best to formalize communications between the local aboriginal communities and the Council, and develop recommendation relevant to local aboriginal issues."

At the Ordinary Meeting of Council held on 19 January 2016 it was resolved that:

"That Council:

- 1. Establish an Aboriginal Reference Committee and adopt the Terms of the Reference; and*
- 2. Select Councillors Thomas, Fernandez and Foster as members."*

At the Aboriginal Reference Committee held on 26 April 2016 the Committee identified the short, medium and long term actions to be progressed through the Committee and any ongoing budget implications that the Shire needs to consider.

The Committee made a recommendation to the Ordinary Meeting of Council held on 24 May 2016 but the recommendation was not supported.

The purpose of this report is for the Committee to consider / identify the objectives and budget implications of the Committee as per the Terms of Reference at Point 6.1 of this Agenda.

The Terms of Reference sets out the Objectives, Roles and Responsibilities, Membership, Authority, Budget and Operational Support.

Comment

The objective of the Committee is:

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016

“To be a conduit and provide a forum for Aboriginal people and their communities living within the Shire of Ashburton so as to raise issues with the Shire of Ashburton on the Shire’s business and affairs that relate to them.

To advise Council / Councillors on suggested actions the Council should consider to address relevant issues raised with and by the Committee.”

The Committee is therefore required to consider how best to address the above objective.

In determining the actions of the Committee, consideration will importantly need to be given to the budget implications and resourcing requirements for the identified actions to be undertaken.

Consultation

Chief Executive Officer

Statutory Environment

Part 5 (Administration) Division 2 (Council meetings, committees and their meetings and electors’ meetings) devotes numerous sections to the establishment, type and processes for Committees.

The Shire of Ashburton Standing Orders also addresses such matters as the appointment and management of Committees.

Financial Implications

Any financial implication will depend on the level of involvement that Council is required to contribute to the support and activities of the Aboriginal Reference Committee, with any contributory allocation to be considered as a component of the 2016/17 budget.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 1 – Vibrant and Active Communities

Objective 1 – Connected, Caring and Engaged Communities

Goal 5 - Inspiring Governance

Objective 3 - Council Leadership

Risk Management

The Committee will need to consider the risk of any recommendation against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix.

Policy Implications

There are two relevant policies in the main: ADM08 Community Engagement, and HTH02 Indigenous Environmental Health Strategy.

Voting Requirement

Simple Majority Required

Committee Decision

MOVED: Cr C Fernandez

SECONDED:

Cr L Thomas

That the Committee recommend to Council to note the officer’s report and ask that Councillors submit to the Committee their suggestions on what projects and activities are desired in order to establish an appropriate budget allocation.

CARRIED 2/0

Crs Fernandez and Thomas voted for the motion.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**7.2 REVIEW OF ELM19 RECOGNITION OF ABORIGINAL CULTURE AND HISTORY; AND COUNCILLOR DECLARATION POLICY**

FILE REFERENCE:	GV20
AUTHOR'S NAME AND POSITION:	Leanne Lind Governance and Policy Consultant
NAME OF APPLICANT/RESPONDENT:	Cr Peter Foster
DATE REPORT WRITTEN:	1 June 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest.
PREVIOUS MEETING REFERENCE:	Agenda Item 13.4 (Minute No. 12095) – Ordinary Meeting of Council 24 May 2016 Agenda Item 11.3 (Minute No. 12043) – Ordinary Meeting of Council 19 January 2016 Agenda Item 17.2 – Ordinary Meeting of Council 26 April 2016

Summary

At the Ordinary Meeting of Council on 20 April 2016 Cr Peter Foster tabled the following Notice of Motion:

“Request that the CEO write a report on reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material.”

At the Ordinary Meeting of Council on 24 May 2016 Council resolved:

“That Council forward the Notice of Motion proposal (vis. reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material) to the Aboriginal Reference Committee for consideration and a recommendation to Council.”

Whilst on its face the suggestion sounds reasonably simple to accommodate, due consideration and respect needs to be shown to every Aboriginal cultural and heritage question and it is likely there will be as yet unknown and complex issues encountered. The purpose of this report is to refer policy ELM19 Recognition of Aboriginal Culture & History; and Council Declaration to the Aboriginal Reference Committee for a recommendation.

Background

At the Ordinary Meeting of Council on 20 April 2016 Cr Peter Foster tabled the following Notice of Motion:

Request that the CEO write a report on reviewing ELM19 Recognition of Aboriginal Culture and History; And Council Declaration to include the following: Recognition of Aboriginal and Culture on the Shire of Ashburton’s website and promotional material.

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At the Ordinary Meeting of Council held on 19 January 2016 Council adopted the Policy ELM19 *Recognition of Aboriginal Culture and History; and Councillor Declaration Policy* a policy designed to capture the recognition of Aboriginal Cultural and History, including incorporating welcoming and acknowledgement protocols into official meetings and events to recognise Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

Prior to this, at the 20 May 2015 Council Meeting, it was resolved as part of considerations around service levels for Aboriginal communities in Ashburton, that Council “3. *Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained.*”

ATTACHMENT 7.2A

Comment

The current ELM19 policy does not include any reference to the Shire's website. A peer review of other WA shire websites has found numerous inclusions of Aboriginal history amongst them and these all vary in the way they deal with their Aboriginal history information.

An appropriate level of respect needs to be afforded to the way the proposal might be implemented and it is therefore suggested that the Aboriginal Reference Committee might be the best group to at least provide preliminary thoughts on the matter. In regard to the web page inclusion for example, the Committee could review some or all of the below example sites to gain a better understanding of what could potentially be added to the Shire of Ashburton's website (should it be agreed to progress this notice of motion further).

Shire of GinGin	http://www.gingin.wa.gov.au/index.php/tourism-and-information/history/historical-information
Shire of Harvey	http://www.harvey.wa.gov.au/history-and-statistics/#Harvey
Shire of Derby	http://www.sdwk.wa.gov.au/community/aboutourcommunity.html
Shire of Halls Creek	http://www.hallscreek.wa.gov.au/history.aspx
Shire of Augusta and Margaret River	http://www.amrshire.wa.gov.au/region/local-history
Shire of Woodanilling	http://www.woodanilling.wa.gov.au/history.aspx

ATTACHMENT 7.2B

It is envisaged that the Reference Committee could consider the necessary protocols and offer a recommendation to Council as to for example; whether any specialist research is required; if any additional budget requirements are necessary to research, compose, monitor and review the content; and what content should be contained for inclusion on the website.

In regard to the 20 May 2016 Council Meeting resolution (to temporarily defer any further policies on Aboriginal issues) whilst the resolution is clear, Council could consider that the intent of that resolution was centered around considerations of service levels for Aboriginal communities in Ashburton, and therefore not designed to impact on a consideration of the current proposal.

Consultation

Chief Executive Officer

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Other Local Government policies and practices

Statutory Environment

Local Government Act S3.1. (General function) outlines at subsection (1) the general function of a local government is to provide for the good government of persons in its district and at subsection (3) that a liberal approach is to be taken to the construction of the scope of the general function of a local government. Many local governments have Welcome to Country statement/ceremonies and Council Meeting Prayers. A local government is quite within its rights therefore, to involve itself in this activity.

There is likely to be other legislation or policies of third parties that will need to be considered, but these are not known at this point in time.

Financial Implications

Whilst some Shire web modifications can be made at officer level, more significant work will require the use of the Shire's web consultants. Charges for these services depend on the volume and complexity of the project, but the Shire does have a budget allocation to undertake a reasonable amount of Web modifications per year. Costs can be secured if required, once the extent of the proposed Web modifications are understood.

Strategic Implications

Goal 03 – Unique Heritage and Environment

Objective 03 – Celebration of History and Heritage

Shire of Ashburton Corporate Business Plan 2013-2017 (*Living Life – Making it Happen*) outlines several initiatives relevant to the Shire's Aboriginal communities and their health and cultures. Relevant to this particular item, is the proposal to promote the Shire's Aboriginal and European heritage and facilitate increased access for the local community and tourism.

Risk Management

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be a "Medium/High" (generally centred around stakeholder communications/management) and can be managed through specific monitoring and or response procedures, and individual actions as required.

Policy Implications

Policy amendment may be proposed.

Voting Requirement

Simple Majority Required

Recommendation

That the Committee recommend to Council to seek a quote from appropriate qualified third party to review in consultation with the Committee *ELM19 Recognition of Aboriginal Culture and History; And Council Declaration* to include recognition of aboriginal culture on the Shire of Ashburton's website and promotional material.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**Committee Decision****MOVED: Cr C Fernandez****SECONDED: Cr L Thomas****That the Committee defer consideration of this agenda item until the next Committee Meeting.****CARRIED 2/0****Crs Fernandez and Thomas voted for the motion.**

Reason: The Committee Members were of the view that to enable comprehensive consideration of this proposal, the full Committee should be present.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**7.3 REQUEST FOR DONATION – CLEAN-UP OF “WESTSIDE CAMP” – YINHAWANGKA CORPORATION**

FILE REFERENCE:	FM25 RC11
AUTHOR’S NAME AND POSITION:	Frank Ludovico Executive Manager, Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 June 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 11.4 (Minute No 11967) Ordinary Meeting of Council 17 June 2015

Summary

In December 2015 a clean-up of the “Westside Camp” was undertaken. This was as a result of several years of accumulated refuse and with several parties mutually cooperating to achieve a safe, healthy and successful outcome.

Refuse Site tip charges were subsequently raised as refuse was transferred to the Tom Price Refuse Site. Charges amounted to \$17,201.

Council have subsequently been asked to donate the refuse site tip fees to minimise any direct impact upon the aboriginal community.

In light of the unique situation that prevailed and the cooperation shown by all parties to achieve a very beneficial outcome, it is proposed that the tip fees be waived on this occasion.

Background

The land on which the Westside camp was established is part of the Rocklea pastoral lease for which Rio Tinto is responsible. The question of the ongoing status of Westside was posed to Council in May 2015, however this particular item refers only to the health and safety aspects of the area, not its legitimacy to continue (or not).

The health and safety issue was raised with Rio Tinto, Yinhawangka and Gumala by verbal and email correspondence. A meeting was also held with the Chief Executive Officer, Executive Manager Development and Regulatory Services, Rio Tinto and Yinhawangka on 9 October 2015.

A formal 28 day notice to address the compliance issues under the Planning and Development Act 2005 was issued to Rio Tinto on 10 November 2015.

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As a result of this meeting Yinhawangka organised the clean-up of the site in mid-December 2015, with financial assistance from Rio Tinto. We understand Rio Tinto contributed approximately \$20,000 to the cost of the clean-up, which was undertaken by Gumala contractors. All refuse was taken to the Tom Price landfill.

It is worth noting that Yinhawangka are neither “in charge” of Wakathuni (where the residents of Westside came from) which has its own board, nor did they have tenure over the land which Westside was located on, which is a Rio Tinto pastoral lease. Rio Tinto as the land owner were technically responsible for the use and development of the land and the land ‘owner’. Yinhawangka contributed to the clean-up as a show of good corporate citizenship.

Subsequent to this an invoice for \$17,201 was raised for the refuse site tip fees applicable. Since then interest charges (up to 30 May 2016) for the nonpayment of the invoice to the value of \$522.14 have also raised. Total currently \$17,723.14.

Comment

Staff are supportive of a donation in his instance as we secured a good compliance outcome to an issue which had been unsatisfactorily developing over several years via through the cooperation of several agencies.

Officers are of the view that Yinhawangka is using its best endeavours to get all of the proper management plans in place for Bellary (it has for example, applied for a license or management order over the land which was recently been excised from Rocklea) and has indicated verbally that it believes in ‘normalisation’ and would be happy to discuss the application of rates, ESL, bin charges etc.

Consultation

Executive Management Team
Department/Program Managers

Statutory Environment

Local Government Act (1995), 6.12 Power to defer, grant discounts, waive or write of debts.

Financial Implications

Whilst the Yinhawangka group has requested a waiver, Council practice has been to not generally grant waivers, but to make a donation equivalent to the value of the activity.

This provides higher levels of accountability as it highlights the invoice is due and payable, but Council wishes to assist the group by making a donation. Also it helps track the support we provide to groups by recording all donations in one general ledger account. Council could for example, use this information in its Annual Report or for submissions to the Grants Commission.

It is planned to centralise all Council donations to maximise this outcome. Council has a Donations from Council account in the Member of Council sub-function (040282) that can be utilised. Currently the budget is \$10,000 and this has been expended in providing a donation to the Lord Mayors Bush Fire Appeal for Waroona.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 4 – Distinctive Public Infrastructure
Objective 1 - Quality Public Infrastructure
Objective 3 – Well Planned Towns

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**Risk Management**

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. Even though the total revenues collected from fees and charges is significant, the level of increase is the risk driver and the perceived level of risk is therefore considered to be a *"Low Risk: Managed by routine procedures"*.

Policy Implications

There are no specific policy implications relative to this issue.

Voting Requirement

Simple Majority Required

Committee Decision

MOVED: Cr C Fernandez

SECONDED: Cr L Thomas

That Aboriginal Reference Committee recommend to Council that it agrees to make a donation to the Yinhawangha group for refuse site tip fees for the clean-up of the "Westside Camp" of \$17,723.14 from account 040282 Donations from Council account, acknowledging it as over- budget expenditure.

CARRIED 2/0

Crs Fernandez and Thomas voted for the motion.

MINUTES – ABORIGINAL REFERENCE COMMITTEE 21 JUNE 2016**7.4 REQUEST FOR DONATION – EMERGENCY SERVICES LEVY – BINDI BINDI COMMUNITY ONSLOW AND REFUSE COLLECTION CHARGES**

FILE REFERENCE:	FM25 RC15
AUTHOR'S NAME AND POSITION:	Frank Ludovico Executive Manager, Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	7 June 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 11.3 (Minute No 11955) Ordinary Meeting of Council 15 May 2015

Summary

The Emergency Services Levy has been outstanding at the Bindi Bindi Community for some time. It's clear this outstanding amount is due and payable by the Community.

In addition Council has been providing a weekly refuse collection service for the Bindi Bindi, Wakathuni and Bellary Springs Communities and these communities have not been levied the Annual Rubbish Rates Charge.

Background

The Emergency Service Levy (ESL) was introduced by the State Government in 2003 and is designed to fund Western Australia's (WA) fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service (SES) units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

Properties including Mining Tenements (with the exception of State and Federal Government) are charged an ESL Levy based on valuation.

The legislation provides that Local Government is required to raise the levy and then remit that amount to Department of Fire and Emergency Services (DFES)

Since then the Shire has been levying this charge on properties in the Bindi Bindi Community in Onslow. However since 2009 this charge (as well as property rates and refuse charges) have not been paid.

We sought to use Supreme Court of Western Australia case in the matter of Shire of Ashburton v Bindi Bindi Community Aboriginal Corporation [1999] WASC 108 to argue that Corporation should not be levied the ESL. However (DFES) has responded providing the following opinion.

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“It has been viewed by the Bindu Bindu Aboriginal Corporation (BBAC) that it is not liable to pay rates because of the judgment of the Supreme Court of Western Australia case. In that case the Bindu Aboriginal Corporation (BBAC) argued three (3) grounds in their response, and was successful on one (1) of those grounds.

Ground 1:

The BBAC’s claim that “it is not the ‘Owner’ of the Land for the purposes of s 1.4 Local Government Act 1995, and is therefore not liable to pay rates for it” was considered and dismissed by the Supreme Court. The Court found that the BBAC was the “owner” of the Land for the purposes of s 1.4(d) of the Local Government Act 1995.

Ground 2:

The WA Supreme Court agreed with the BBAC’s claim that “the Land is not rateable since it is used exclusively for charitable purposes within the meaning of s 6.26(g) Local Government Act 1995”. The BBAC does not have to pay rates under the Local Government Act 1995 because of this finding.

Ground 3:

The Supreme Court did not make a determination on the BBAC’s claim that “the Land is not rateable as it is the property of the Crown and is used or held for a public purpose within the meaning of s 6.26(2)(a)(i) of the Local Government Act 1995”.

The following paragraph [2] of Wheeler J’s decision is most helpful in determining whether BBAC is the “owner” of the Land for the purposes of s3A of the Fire and Emergency Services Act (FES):

“On 10 August 1990 the Land, which had been set apart as a reserve for the purpose of “Natives” in 1953... became vested in the defendant pursuant to s 33 of the Land Act 1933 (WA), for the purpose of “Use and Benefit of Aboriginal Inhabitants”.

Section 3A(b) FES Act provides that if Crown land is vested in a person, that person is the “owner” for the purposes of the FES Act.

Section 36P(1) FES Act says “a person who is the owner of leviable land is liable to pay the levy for a levy year.” In this case, as BBAC is the “owner” pursuant to s3A, the BBAC is responsible for paying the ESL.

Furthermore, the Land does not appear to fall within any of the exemptions prescribed in regulation 5 of the FES Regulations.”

ESL total outstanding is about \$18,600 (outstanding since 2009/2010 and we have incurred penalty interest of \$5,300 for not paying it) this averages about \$1,900 per year. In the light of this opinion it is considered that the Shire should pay the debt due and avoid further penalty interest charges.

It should be noted that ESL has not been raised on properties at Wakathuni and Bellary Springs. Perhaps an omission because of the confusion over their ESL status.

In addition we wish to bring to the Committee’s attention the issue of refuse rates for certain aboriginal communities.

We have been collecting refuse from three communities for several years. But we have not levied the Annual Rubbish Rates Charge relying on the Supreme Court judgement for not raising the levy, perhaps incorrectly.

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In 2015/16 the following chargers could have been levied.

Community	Collections	Refuse Rates per property 2015/2016 \$	Amount \$
Bindi Bindi	25	453	11,325
Wakathuni	22	453	9,966
Bellary Springs	10	453	4,530
TOTAL	57		25,821

It should be noted the Annual Rubbish Rates Charge is raised on all properties where a refuse service is provided and even those properties that are exempt from Shire Property rates (for example, Schools, Hospitals, Churches and other charitable organisations). The Annual Rubbish Rates Charge is for the provision of a service and is not regarded as a tax, as shire property rates are.

Comment

There are a number of avenues that could be pursued.

We could establish dialogue with the respective Corporations and discuss the cost of providing these services and the need to contribute to the provision of those services.

Alternatively Council could make a donation to those Communities equivalent to the Annual Rubbish Rates Charge and ESL each year. This could be achieved by amending Council Policy REC08 Community Donations, Grants and Funding. The issues of objectivity, fairness and equity, consistency, transparency and administrative efficiency may need to be addressed if this is the Committee's preference.

Another alternative is to issue the relevant invoices and then pursue any outstanding payment via Council's debt recovering policies. This approach has historically been actioned regarding the outstanding ESL, but with limited success.

In May 2015 Council discussed Local Indigenous Communities and State Government Consultation. The item discussed the servicing of Aboriginal Communities by the WA State Government. Three resolutions were made on that matter with the third applicable to this item:

"3. Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained."

Delaying the Shire's consideration of commitments until the State sets its position (which will very likely commit local governments to some areas) is still a sound and prudent strategy.

Consultation

Executive Management Team

Statutory Environment

Local Government Act 1995 Section 1.4 - Definition of Owner

Local Government Act 1995 Section 6.26 - Definition of Rateable Land

Fire and Emergency Services Act Section 3A - Definition of Owner

Fire and Emergency Services Act Section 36P - Who is liable to pay levy; payment of levy

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Fire and Emergency Services Regulation 5 - Land exempt from emergency services levy

Financial implications

The current ESL liability is about \$18,600 and this needs to be paid by the Shire to the State Government.

The current annual liability for the ESL depending on the rate in the dollar determined by FES is about \$1,800 per year.

The current annual liability for the refuse levy, depending of the rate determined by Council is about \$26,000 per year.

Council's donations accounts 040282 - Donations - from Council (Members of Council) used from donations such Lord Mayor bushfire appeals and accounts 111222 - Contribution To Clubs/Community Groups 111223 - Donation to Community Groups – Compliance, used to fund Policy REC08 Community Donations, Grants and Funding, have been fully expended in 2015/16.

The Committee could recommend to Council that an appropriate allocation be made in the 2016/17 budget to fund these charges.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 5 – Inspiring Governance

Objective 4 - Exemplary Team and Work Environment

Risk Management

Adoption of this item has been evaluated against the Shire of Ashburton's Risk Management Policy CORP5 Risk Matrix. Even though the total revenues collected from fees and charges is significant, the level of increase is the risk driver and the perceived level of risk is therefore considered to be a *“Low Risk: Managed by routine procedures”*.

Policy Implications

There are no specific policy implications relative to this issue.

Voting Requirement

Simple Majority Required

Committee Decision

MOVED: Cr C Fernandez

SECONDED: Cr L Thomas

That Aboriginal Reference Committee recommend to Council that Council alter policy REC08 Community Donations, Grants and Funding with a dedicated clause to allow donations to Aboriginal Communities for Emergency Service Levy, Annual Rubbish Rates Charges, and also periodic Refuse Site Gate Fee Charges, with the amount available to be determined in Council's Annual Budgets.

CARRIED 2/0

Crs Fernandez and Thomas voted for the motion.

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8. NEXT MEETING

The next Meeting of the Committee to be held on 16 August 2016 at the Onslow Multi-purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow.

9. CLOSURE OF MEETING

The Chairperson closed the meeting at 5.04 pm.

Policy No: CORP_ORG



Policy Name: RECO8 COMMUNITY DONATIONS, GRANTS AND FUNDING

File No: GV20

Policy Purpose: To provide compliance with the Local Government Act 1995.

To outline the criteria for offering not-for-profit community, sporting, social, cultural, recreational, religious and emergency service groups and associations, and individuals financial assistance to deliver high quality programs, community events, facilities and/or services that directly benefit the residents of the Shire of Ashburton.

To support community initiatives that strengthens the sense of community connectedness and sustainability in the Shire of Ashburton.

To enable the Shire to have a consistent and equitable approach in how it supports community, sporting, social, cultural, recreational, religious and emergency service groups.

To provide clear guidelines, direction and information to community, sporting, social, cultural, recreational, religious and emergency service groups who wish to seek funding from the Shire of Ashburton.

To allow specified donations to Aboriginal Communities.

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Principles / Framework: Shire of Ashburton 10 Year Community Strategic Plan 2012 -2022
Goal 01- Vibrant and Active Communities
Objective 01- Connected, Caring and Engaged Communities
Objective 02- Active People, Clubs and Associations

Application: General Public

Statutory Environment: Section 6.7(2) Local Government Act 1995

Approval Date: Adopted OCM 18 November 2008
Reviewed OCM 16 July 2014
Reviewed OCM 20 August 2014
Reviewed OCM 19 November 2014
Reviewed OCM 18 February 2015
Reviewed OCM 26 April 2016
Reviewed OCM 21 June 2016
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~~7.8.~~ **ABORIGINAL COMMUNITIES**

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POLICY CONTENT

GENERAL CONDITIONS AND CRITERIA

- a) The applicant is to reside or operate within the Shire of Ashburton, OR be able to show a direct and substantial benefit to residents within the Shire of Ashburton.
- b) Applications that are not connected with, and do not show direct benefit to, the Shire of Ashburton are unable to be considered.
- c) Assistance is not available retrospectively.
- d) All applications or letters of request are to be in writing or on the correct application form.
- e) All applications and letters of request are to be sent to the Executive Assistant Community Development.
- f) Funds are to be used for the purpose for which they were approved.
- g) Funds are to be used solely for the purpose of providing benefit to the residents of the Shire of Ashburton.
- h) Due recognition is to be given to the Shire of Ashburton for its contribution towards the project/facility/activity/event.
- i) Where required (Community Support Grants, Other Donations, Emergency Services funding & Community Lease/Licence Funding) applicants are to complete an acquittal report.
- j) Applicants which do not submit an acquittal will not be considered for future funding under this Policy until an acquittal has been received.
- k) To promote the requirement for due care by the hirer, "In-Kind" donations (i.e. to waive the cost) of Shire Bonds or Permits (e.g. traders or liquor permits) are not permitted. Applications for a donation of the actual bond/permit can be considered within the limits of the overall requested donation value.

AREAS OF ASSISTANCE

1. SMALL ASSISTANCE DONATIONS

- a. Applicants may apply more than once in a financial year providing the total amount requested/donated does not exceed \$500 (this includes cash and in-kind support such as donated venue hire).
- b. Applications can be submitted at any time, in writing (letter of request identify request details), and can take up to four weeks to be processed - applicants are to allow sufficient time for this processing as donations are not approved retrospectively.
- c. Donations for assistance for administrative and day-to-day running of groups and organisations will not be considered.
- d. Local schools may apply for Small Assistance Donations.
- e. Small Assistance Donations may also be requested by applicants who have been successful in obtaining a Community Support Grant, an Emergency Services Grant or Community Lease/Licence Funding.
- f. Applicants who have been successful in obtaining Signature Event funding or are listed under Other Donations are unable to apply.
- g. If requested, financial statements showing that the donation was spent in accordance with the request are to be produced.

- h. Applicants do not need to be incorporated to apply for a Small Assistance Donation.

2 COMMUNITY SUPPORT GRANTS

- a. Applications are to be made on the relevant application form. Application forms are available from Main Shire or Shire Community Development Offices or the Executive Assistant Community Development or online at <http://www.ashburton.wa.gov.au/>
- b. Applications can be for cash and/or in-kind contributions as long as the total amount is no more than \$2,500 per incorporated group.
- c. Funding is only available to incorporated community, sporting, social, cultural, recreational and religious groups.
- d. Sub Committees or auspiced organisations operating under an incorporated body are not entitled to receive \$2,500 each. Funding approved to sub committees or auspiced organisations operating under an overarching incorporated group will be deducted from the \$2,500 available to that approved incorporated group.
- e. Applications where an incorporated number is not provided will not be considered.
- f. If an incorporated organisation has chosen to auspice (e.g. provide permission for a group to utilise their incorporation number) a non-incorporated group a letter of permission from the incorporated body must be submitted with the application.
- g. Applications are to be received before the advertised closing date. Late applications will not be considered.
- h. Applicants can apply more than once each financial year as long as the total amount is less than \$2,500 (this includes cash and in-kind donations such as venue hire and any donations approved to sub committees or auspiced groups under Community Support Grants).
- i. Community Support Grants may be requested by applicants who have been successful in obtaining a Small Assistant Grant or Community Lease/Licence Funding.
- j. Local Schools are able to apply for a Community Support Grant.
- k. Applicants which have been successful in obtaining Signature Event funding, Emergency Services funding or are listed under Other Donations are unable to apply.
- l. Applications are to be completed in full and signed by an Officer Bearer.
- m. There are two funding rounds offered each year one in July (closing 31st August) for projects from September to April, and one in February (closing 31st March) for projects from May to August.
- n. Applications are assessed by a panel consisting of one senior community development staff member and at least two Councillors, each from different wards.
- o. As part of the application process, applicants agree to submit an acquittal report, using the template provided by the Shire, within four weeks of the completion of the event/activity, containing:
 - i. A detailed budget signed by the Treasurer and President of the organisation of an evaluation of the event/activity.
 - ii. Proof that the grant was expended according to the approved application.
- p. xi. Applications for events that could not have reasonably been anticipated within the advertised funding rounds are to be considered under Delegation. Decisions to allocate funding to a project are based on the following criteria:
 - i. The extent to which the project directly benefits the residents of the Shire of Ashburton.
 - ii. Funding and/or contributions from other sources.

- iii. Value for money.

3. SIGNATURE EVENTS

- a. Identified, signature events/organisations are eligible to apply for up to \$10,000 per annual financial year.
- b. Existing events include: Red Dirt Rocks, Onslow Rodeo, Pannawonica Rodeo and Tom Price Camp Draft.
- c. Signature events and the dollar amount for each signature event must be identified by Council prior to the adoption of each annual financial year budget to allow appropriate funds to be allocated for each signature event identified.
- d. Each signature event will be allocated an individual budget code in the annual financial year budget. An event which is not identified and allocated a budget code with a specific amount cannot be considered for funding under signature event funding.
- e. Signature events/organisations identified by Council worthy of funding do not need to be incorporated.
- f. Applications are to be made on the relevant application form. Application forms are available from Main Shire or Shire Community Development Offices or the Executive Assistant Community Development or online at <http://www.ashburton.wa.gov.au/>
- g. Applications are to be received before the advertised closing date. Late applications will not be considered even if the event is individually identified in the Shire budget.
- h. Applications are to be completed in full and signed by an Office Bearer.
- i. There is only one funding round offered each year in February (closing 31st March) for projects from 1 July to 30 June the following year.
- j. Applications are assessed by a panel consisting of one senior community development staff member and at least two Councillors, each from different wards and will be reviewed at the same time as the Community Support Grants.
- k. Groups identified as a signature event and approved for funding are not eligible to apply for any other funding under this policy except for Community Lease/Licence Funding if applicable.
- l. As part of the application process, applicants agree to submit an acquittal report, using the template provided by the Shire, within four weeks of the completion of the event/activity, containing:
 - i. A detailed budget signed by the Treasurer and President of the organisation of an evaluation of the event/activity.
 - ii. Proof that the grant was expended according to the approved application.
- m. Decisions to allocate funding to a project are based on the following criteria:
 - i. The extent to which the project directly benefits the residents of the Shire of Ashburton.
 - ii. Funding and/or contributions from other sources.
 - iii. Value for money.

4. EMERGENCY SERVICES

- a. Emergency service groups are groups which respond to and deal with emergencies when they occur, such as the ambulance service, the police, and the fire brigade. Groups which are not considered an emergency service are unable to apply for an emergency service donation.

- b. Emergency service applicants do not need to be incorporated.
- c. Applications are to be made on the relevant application form. Application forms are available from Main Shire or Shire Community Development Offices or the Executive Assistant Community Development or online at <http://www.ashburton.wa.gov.au/>
- d. Applications can be for cash and/or in-kind contributions as long as the total amount is no more than \$2,500.
- e. Applications are to be received before the advertised closing date. Late applications will not be considered.
- f. Applicants can apply more than once each financial year as long as the total amount is less than \$2,500 (this includes cash and in-kind donations such as venue hire).
- g. Emergency Service grants may be requested by applicants who have been successful in obtaining a Small Assistant Grant.
- h. Applicants who have been successful in obtaining Signature Event funding, Community Support Grant funding or are listed under Other Donations are unable to apply.
- i. Applications are to be completed in full and signed by an Officer Bearer.
- j. There are two funding rounds offered each year one in July (closing 31st August) for projects from September to April, and one in February (closing 31st March) for projects from May to August.
- k. Applications are assessed by a panel consisting of one senior community development staff member and at least two Councillors, each from different wards and will be reviewed at the same time as the Community Support Grants.
- l. As part of the application process, applicants agree to submit an acquittal report, using the template provided by the Shire, within four weeks of the completion of the event/activity, containing:
 - i. A detailed budget signed by the Treasurer and President of the organisation of an evaluation of the event/activity.
 - ii. Proof that the grant was expended according to the approved application.
- m. Decisions to allocate funding to a project are based on the following criteria:
 - i. The extent to which the project directly benefits the residents of the Shire of Ashburton.
 - ii. Funding and/or contributions from other sources.
 - iii. Value for money.

5. OTHER DONATIONS – MAJOR EVENTS/PROJECTS

- a. To enable Council the opportunity to fund major events/projects greater than \$10,000.
- b. Application to be made in March 31 funding round and assessed in conjunction with other assessments for funding. The successful events to be forwarded for inclusion in the following year's budget.
- c. The Shire of Ashburton makes an annual donation to the Nameless Jarndunmunha Festival of \$75,000 each year. The Festival Committee is required to apply in writing for this donation and to acquit any donation received using the appropriate application and acquittal forms as provided by the Shire.
- d. Applicants which have been successful in obtaining Other Donations – Major Events/Projects funding, are unable to apply for other categories of funding under this policy except for Community Lease/Licence Funding if applicable.

6. DONATIONS TO SCHOOLS

- a. The Shire of Ashburton is committed to supporting local schools and automatically

makes an annual donation to each school, within its boundaries, using the following calculation:

1. Base amount of \$1,000
 2. Plus \$1.00 for each high school student (Includes Year 7 students)
 3. Plus \$0.70 for each primary school student (excludes Year 7 students)
 4. Plus \$0.20 for each pre-primary student.
 5. Plus \$0.20 for each kindergarten student.
- b. Student numbers are calculated using figures from the Department of Education.
 - c. Donations are paid in May each year.
 - d. Schools who receive a donation under this policy are also eligible to apply for Small Assistance Donations (e.g. for hire of venue for school functions, special events, or donations towards student prizes) and Community Support Grants.

7. COMMUNITY LEASE/LICENSE FUNDING

The Shire of Ashburton expects that groups holding leases/licenses with the Shire maintain their area in accordance with their lease/license conditions. The Shire recognises though, that financial resources are not always available at club level (particularly for significant projects) and therefore offers access to grants.

Shire resources are not unlimited though, and therefore grant funds and even Shire allocations to its own "land owner" responsibilities, are sometimes allocated over several forward years to meet legislative and asset management obligations.

Community, sport and recreation groups wishing to seek financial and/or in-kind support from the Shire, to achieve lease/license compliance, are required to meet the following conditions:

- a. There are two funding rounds each year, one in July (closing 31st August), and one in February (closing 31st March).
- b. There is no limit on the amount of funding which may be requested cash or in-kind.
- c. Applications may only be submitted by community groups who hold a 'Community' Lease or Licence Agreement with the Shire of Ashburton.
- d. Applications are only to be submitted for compliance matters which have been identified by the Shire of Ashburton in 'Implementation Plans' addressed to those groups which have compliance matters to rectify.
- e. Applications are to be made on the relevant application form. Application forms are available from Main Shire or Shire Community Development Offices or the Executive Assistant Community Development website.
- f. Applicants are to discuss the compliance requirements with the relevant Shire employee assigned to maintaining Community Group Lease and Licence Agreements before completing the application form.
- g. Shire funding and/or in-kind support is conditional on the applicant providing an agreed contribution of financial and/or in-kind support for the compliance work.
- h. Applicants must show evidence of alternative grant applications from other third party sources (e.g. Lotteries Commission or Community Sport and Recreation Facilities Fund).
- i. As part of the application process, applicants agree to submit an acquittal report on the form provided by the Shire, within four weeks of the completion of the works, containing:
 - i. A detailed budget signed by the Treasurer and President;

- ii. An evaluation of the works undertaken; and Proof that the grant was expended according to the approved application.
- j. Applications are to be completed in full and signed by the Office Bearer.
- k. Applications are to be received before the advertised closing date. Late applications are unable to be considered.
- l. Applications are assessed by a panel consisting of one senior community development staff member, and at least two Councillors, each from different Wards.
- m. Decisions to allocate funding to a project is based on the following criteria:
 - i. The extent to which the project directly benefits the residents of the Shire of Ashburton;
 - ii. Funding and/or contributions from other sources;
 - iii. Value for money.

8. ABORIGINAL COMMUNITIES

Council may through its annual budget, allow funds to meet the costs of Emergency Service Levies (as imposed by the State Government), and Aboriginal Community Annual Residential Rubbish Rates Charges (as imposed by the Shire).

Additionally, Council may through its annual budget, allow funds to assist Aboriginal Communities with refuse clean-ups where they meet specific conditions. Applications for individual grants to meet Shire of Ashburton Refuse Site Gate Fee Charges can be made periodically by Aboriginal Communities of the district. Applications are to be made on the relevant application form (application forms are available from the Main Shire Office or website). There is no limit on the amount of funding which may be requested but applications are only to be submitted to address health/compliance matters which have been identified/confirmed by the Shire of Ashburton. Applicants are to discuss the compliance/health requirements with the relevant Shire officers before completing the application form. Applications are to be completed in full and signed by the relevant Community Representative.

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Kerry White

[Signature]

Signed

[Print Name]

Shire President

Monitor and Review
Last Review Date
Next Review Date
Review Period:

Executive Manager, Community Development
~~19 July 2016~~ ~~21 June 2016~~
2020
4 years

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This policy is to remain in force until otherwise determined by the Council or superseded.



SHIRE OF ASHBURTON

ASHBURTON TOURISM COMMITTEE

MINUTES

&

ATTACHMENTS

**Onslow Multi-Purpose Centre
Cnr McGrath Road & Hooley Avenue
Onslow**

**24 May 2016
Commencing at 3.30 pm**

SHIRE OF ASHBURTON**ASHBURTON TOURISM REFERENCE COMMITTEE MEETING**

Dear Councillor

Notice is hereby given that an Ashburton Tourism Committee Meeting of the Shire of Ashburton will be held on Tuesday 24 May 2016 at the Onslow Multi-Purpose Centre, Cnr McGrath Road & Hooley Avenue, Onslow commencing at 3.30 pm.

The business to be transacted is shown in the Agenda.

Neil Hartley
CHIEF EXECUTIVE OFFICER

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.

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1. DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 5.36 pm.

2. ATTENDANCE (24 MAY 2016)

2.1 PRESENT

Cr K White	Onslow Ward (from 5.41 pm)
Cr L Rumble	Paraburdoo Ward
Cr C Fernandez	Tom Price Ward
Cr M Gallanagh	Pannawonica Ward
Cr G Dellar	Ashburton Ward
Cr L Thomas	Tableland Ward
Mr N Hartley	Chief Executive Officer
Mrs K Hartley	Manager Communications & Tourism
Ms J Smith	Executive Officer
Ms J Forward	CEO & Councillor Support Officer

2.2 APOLOGIES

There were no apologies.

2.2 APPROVED LEAVE OF ABSENCE

There were no approved leave of absences.

3. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with Schedule 2.3 of the Local Government Act 1995 (S5.12 Local Government Act 1995).

The Chief Executive Officer invited nominations for the position of Chairperson. Only one nomination was received, Cr Rumble, and he was subsequently declared the Chairperson of the Ashburton Tourism Committee.

4. ANNOUNCEMENT OF VISITORS

There were no visitors in attendance.

5. DECLARATION BY MEMBERS

5.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

That Councillors have given due consideration to all matters contained in the Agenda presently before the meeting.

5.2 DECLARATIONS OF INTEREST

Councillors to Note

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

(a) In a written notice given to the Chief Executive Officer before the Meeting

or;

- (b) At the Meeting, immediately before the matter is discussed.
A member, who makes a disclosure in respect to an interest, must not:
- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter.

I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

As this is the first meeting of the Tourism Committee there are no minutes of a previous meeting.

7. REFERENCE

7.1 TERMS OF REFERENCE

The current terms of reference are 'to reduce Council's financial dependency on mining'.

7.2 REFERENCE DOCUMENTS & KEY AGENCIES

Shire of Ashburton 10 year Community Strategic Plan 2012 – 2022

SoA Corporate Business Plan 2013

REC07 Tourism Policy 2014

SoA Tourism Destination Development Strategy 2011

SoA Economic Development Opportunities Study 2016

Pilbara Tourism Development Plan 2014 (PDC, PRC, Tourism WA)

Pilbara Regional Investment Blueprint 2015 (PRC)

DRAFT Local Government and Tourism Discussion Paper WALGA

Tourism WA -

http://www.tourism.wa.gov.au/Pages/welcome_to_tourism_western_australia.aspx

Australia's North West - <http://www.australiasnorthwest.com/>

Cr White entered the meeting at 5.41 pm.

Committee Decision

MOVED: Cr L Thomas

SECONDED: Cr K White

That the Committee adjourn the meeting to Tuesday 21 June 2016 (i.e. the next monthly Council Meeting Day in Paraburdoo) to enable Committee Members more time to consider the agenda items.

CARRIED 6/0

Crs White, Rumble, Fernandez, Gallanagh, Dellar and Thomas voted for the motion.

10. CLOSURE OF MEETING (24 MAY 2016)

The Chairperson closed the meeting at 5.51 pm.

1. DECLARATION OF OPENING (21 JUNE 2016)

The Chairperson declared the meeting open at 3.28 pm.

Committee Decision

MOVED: Cr C Fernandez

SECONDED: Cr K White

That the Committee re-convene the meeting.

CARRIED 6/0

Crs White, Rumble, Fernandez, Gallanagh, Dellar and Thomas voted for the motion.

2. ATTENDANCE (21 JUNE 2016)

2.1 PRESENT

Cr K White	Onslow Ward
Cr L Rumble	Paraburdoo Ward (Chairperson)
Cr C Fernandez	Tom Price Ward
Cr M Gallanagh	Pannawonica Ward
Cr G Dellar	Ashburton Ward
Cr L Thomas	Tableland Ward
Mr N Hartley	Chief Executive Officer
Mrs K Hartley	Manager Communications & Tourism
Ms J Smith	Executive Officer
Ms J Forward	CEO & Councillor Support Officer

2.2 APOLOGIES

There were no apologies.

2.3 APPROVED LEAVE OF ABSENCE

There were no approved leave of absences.

8. AGENDA ITEMS

8.1 ASHBURTON TOURISM COMMITTEE TERMS OF REFERENCE

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	9 May 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 11.3 (Minute No. 12076) – Ordinary Meeting of Council 17.1 Notice of Motion – Ordinary Meeting of Council 15 March 2016 Agenda Item 11.5 (Minute No. 12025) – Ordinary Meeting of Council 18 November 2015 17.2 Notice of Motion – Ordinary Meeting of Council 21 October 2015

Summary

At the Ordinary Meeting of Council held on 15 March 2016, Cr Thomas tabled a Notice of Motion in regard to establishing a tourism committee:

“That Council establish the Ashburton Tourism Development Committee.

Committee Purpose: To reduce Council’s financially dependency on mining.

Committee Membership: Six Councillors, one of each Ward. Administration to undertake record keeping.”

At the Ordinary Meeting held on 26 April 2016, Council resolved:

That Council establish an Ashburton Tourism Committee to reduce Council's Financial Dependency of Mining consisting of one Councillor from each Shire Ward. The Committee to determine meeting dates and times, Council Workshops, terms of reference, budget implications and appropriate activities and report at OMC monthly or as determined.

Committee Members:

<i>Onslow</i>	<i>Cr Kerry White</i>
<i>Paraburdoo</i>	<i>Cr Linton Rumble</i>
<i>Tom Price</i>	<i>Cr Cecilia Fernandez</i>
<i>Pannawonica</i>	<i>Cr Melanie Gallanagh</i>
<i>Ashburton</i>	<i>Cr Glen Dellar</i>
<i>Tableland</i>	<i>Cr Lorraine Thomas.</i>

Draft Terms of Reference, which also includes the Committee's objectives, roles and responsibilities, meeting details, authority, budget and organisational support have been provided for consideration.

Background

At the Ordinary Meeting of Council held on 15 March 2016, Cr Thomas tabled a Notice of Motion to establish a Committee of Council in regards to tourism. At that meeting Council resolved to receive the Notice of Motion and that a Councillors Workshop be scheduled in the afternoon of that Council Meeting day to outline in more detail the possible role and function of the proposed Committee, or any alternative strategies to enhance tourism in Ashburton. Unfortunately though, there was insufficient time to accommodate the Council resolution to schedule the Workshop following the meeting.

A further agenda item in response to this notice of motion was presented at the Ordinary Meeting of Council held on 26 April 2016. Council subsequently resolved:

"That Council establish an Ashburton Tourism Committee to reduce Council's Financial Dependency of Mining consisting of one Councillor from each Shire Ward. The Committee to determine meeting dates and times, Council Workshops, terms of reference, budget implications and appropriate activities and report at OMC monthly or as determined."

Committee Members:

<i>Onslow</i>	<i>Cr Kerry White</i>
<i>Paraburdoo</i>	<i>Cr Linton Rumble</i>
<i>Tom Price</i>	<i>Cr Cecilia Fernandez</i>
<i>Pannawonica</i>	<i>Cr Melanie Gallanagh</i>
<i>Ashburton</i>	<i>Cr Glen Dellar</i>
<i>Tableland</i>	<i>Cr Lorraine Thomas"</i>

The purpose of this report is for the Committee to determine the Terms of Reference which also includes the Committee's objectives, roles and responsibilities, meeting details, authority, budget and organisational support.

Comment

The Council's Standing Orders (cl. 2.1 (2)(a)) requires there to be a Terms of Reference for every Committee and attached is a draft that maintains a reasonable level of consistency with the management of the Council's current Committees.

The Terms of Reference is designed to guide the Committee and importantly also, provide clarity to the community as to the Committee's role and function. A draft Terms of Reference has been prepared with the information provided in the above resolution. Whilst it is the Council that sets the Terms of Reference of the Committee, the Committee can recommend a modification to the initial Council resolution if it wishes.

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act Part 5 — Administration has a number of sections dedicated to Committees. A Committee needs a Council decision to be established, and has similar rules that apply to a Council meeting and its membership.

The Shire of Ashburton Standing Orders (2012) also applies.

Financial Implications

The management of a Committee will require similar costs to be incurred as a Council meeting (depending on the membership, meeting schedule and location), including the preparation of agendas, reports, minutes, and other attendee expenses (e.g. travel and accommodation etc).

Strategic Implications

Shire of Ashburton Corporate Business Plan 2013-2017 (Living Life – Making it Happen) outlines that Tourism is a component of the Economic Strength and Development function of the Shire.

There are several specific tourism related initiatives within the Plan, like Onslow Caravan Park upgrade and Tom Price Visitor Centre upgrade, but also “related” proposals, like the Tom Price to Karratha Road upgrade.

Risk Management

This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be a “Low”, and can be managed though specific monitoring and actions as required.

Policy Implications

REC07 – Tourism.

Voting Requirement

Simple Majority Required

Committee Decision

MOVED: Cr C Fernandez

SECONDED: Cr K White

That the Committee recommends to Council to:

1. **Change the name of the Committee from “Ashburton Tourism Committee” to “Ashburton Tourism Development Committee”.**
2. **Endorse the Ashburton Tourism Development Committee Terms of Reference ATTACHMENT 8.1 subject to the following modification:**
 - (a) **Change the objective from “To reduce Council’s financial dependency on mining” to “To identify and develop strategies to promote tourism so there is a positive impact at a regional level”**

CARRIED 6/0

Crs White, Rumble, Fernandez, Gallanagh, Dellar and Thomas voted for the motion.

8.2 TOURISM ACTIVITIES UPDATE AND FUTURE PLANNING

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Kylie Hartley Manager Communications and Tourism
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	9 May 2016
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

At the Ordinary Meeting of Council held on 26 April 2016 Council resolved to establish the Ashburton Tourism Committee.

An update on all significant matters in relation to Shire tourism activities is provided so as to enable the Committee to consider the future direction of tourism in Ashburton and recommend to Council a suggested program of future activities.

Background

At the Ordinary Meeting of Council held on 26 April 2016 Council resolved to establish an Ashburton Tourism Committee. In addition to settling on the Terms of Reference (as per the previous item) the Committee also needs to consider "*the way forward*" for tourism in Ashburton.

There has been and is currently, a great deal of progress being made with tourism across the Pilbara and in more recent times, tourism is enjoying a higher priority amongst state and local government agencies. A good indication of "*where we are at*" is to note the following contemporary documents that are applicable to tourism in Ashburton -

1. Shire of Ashburton 10 year Community Strategic Plan 2012 – 2022
2. Shire of Ashburton Corporate Business Plan 2013
3. Shire of Ashburton REC07 Tourism Policy 2014
4. Shire of Ashburton Tourism Destination Development Strategy 2011
5. Shire of Ashburton Economic Development Opportunities Study 2016
6. Pilbara Tourism Development Plan 2014 (PDC, PRC, Tourism WA)
7. Pilbara Regional Investment Blueprint 2015 (PRC)

Comment

All tourism activities in the Shire are considered under the 'umbrella' of its own Tourism Strategy and policy, plus a range of regional and State initiatives to ensure there is good synergy and alignment, and to make the most effective use of resources.

The core document that drives the annual Shire budget and therefore which tourism initiatives are progressed is the Shire of Ashburton *Tourism Destination Development Strategy 2011*, however whilst the Strategy was adopted by Council in February 2011, due to other competing budget priorities, many of its suggested actions were largely unfunded until the 2014-15 and 2015-16 budgets.

Whilst the Strategy may have taken a couple of years longer than anticipated to effectively commence, its core direction is still considered to be soundly based. An overview (including notes of the current activities either completed or currently progressing) of the actions/status of the 2011 Tourism Destination Development Strategy recommendations is attached. As can be seen from the overview, a large portion of the recommendations have been either actioned or implemented and the Committee might see value in seeking the support of Council to undertake a review of the Strategy. No cost or terms of reference considerations have been given to such a proposal as yet, but requests for quotation could be issued for say three proposals, a \$30,000, a \$40,000, and a \$50,000 option. This would provide a good level of scope for consultants to pitch to and provide Council with three cost options to choose from.

ATTACHMENT 8.2A

The Committee might wish to set some urgent priorities in the interim, but the largest uncompleted project is the upgrading of Ashburton's aged and outdated Tourist Information Bays. Funding has been provided within the Shire budget to commence a program of renewal and grant applications (one to Tourism WA and one to the Pilbara Development Commission) have been lodged in the past to seek additional resources to complement the Shire's contributions and to maximise the works able to be undertaken. This project remains the most costly item still outstanding to be achieved, however if the Shire is unsuccessful with its latest PDC grant application, the Shire will need to reconsider its options. The Tourism Committee has a role to play in considering that dilemma.

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act S3.1 (General function) outlines at subsection (1) that the general function of a local government is to provide for the good government of persons in its district and at subsection (3) that a liberal approach is to be taken to the construction of the scope of the general function of a local government. It is quite appropriate for a local government to involve itself in tourism promotion on behalf of its community and to develop the district.

Financial Implications

Although the Shire of Ashburton Tourism Destination Development Strategy 2011 was adopted by Council in February 2011, it was largely unfunded until the 2014-15 and 2015-16 budgets. Attached is a budget overview/summary of the more significant projects/activities for the last couple of years (some having been completed and others currently progressing).

ATTACHMENT 8.2B

In addition to what could be considered as "ongoing" expenditure items (like the operating costs allocated to the Tom Price Visitor Centre and the annual contribution to enable the Onslow Visitors

Centre to operate, an allocation of approximately \$300,000 has been allocated in the last two financial years to enable progression of the Tourism Destination Development Strategy 2011.

Strategic Implications

Shire of Ashburton Corporate Business Plan 2013-2017 (Living Life – Making it Happen) outlines that Tourism is a component of the Economic Strength and Development function of the Shire.

There are several specific tourism related initiatives within the Plan, like Onslow Caravan Park upgrade and Tom Price Visitor Centre upgrade, but also “related” proposals, like the Tom Price to Karratha Road upgrade.

The following strategic documents are also applicable and are guiding tourism in Ashburton –

1. Shire of Ashburton 10 year Community Strategic Plan 2012 – 2022
2. Shire of Ashburton Corporate Business Plan 2013
3. Shire of Ashburton REC07 Tourism Policy 2014
4. Shire of Ashburton Tourism Destination Development Strategy 2011
5. Shire of Ashburton Economic Development Opportunities Study 2016
6. Pilbara Tourism Development Plan 2014 (PDC, PRC, Tourism WA)

Risk Management

This item has been evaluated against the Shire of Ashburton’s Risk Management Policy CORP5 Risk Matrix. The perceived level of risk is considered to be a “Low”, and can be managed through specific monitoring and actions as required.

Policy Implications

REC07 – Tourism.

Voting Requirement

Simple Majority Required

Committee Decision

MOVED: Cr C Fernandez

SECONDED: Cr K White

That the Committee recommends to Council to:

1. **Note the officer report but not recommend on future tourism development planning issues at this point.**
2. **Schedule a workshop for the July Council Meeting day in consultation with the Committee Chairperson.**

CARRIED 6/0

Crs White, Rumble, Fernandez, Gallanagh, Dellar and Thomas voted for the motion.

9. NEXT MEETING

The next Meeting of the Committee to be held at a date to be determined.

10. CLOSURE OF MEETING

The Chairperson closed the meeting at 4.00 pm.



SHIRE OF ASHBURTON

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016

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SHIRE OF ASHBURTON

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016

	NOTE	May 2016 Actual \$	May 2016 Y-T-D Budget \$	2015/16 Revised Budget \$	2015/16 Adopted Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating								
Revenues/Sources								
Governance		1,825,631	1,529,830	3,053,132	3,012,038	295,801	19.34%	▲
General Purpose Funding		2,967,247	2,706,544	2,891,344	3,080,739	260,703	9.63%	
Law, Order, Public Safety		478,386	106,951	130,170	130,300	371,435	347.30%	▲
Health		327,717	231,936	249,694	231,167	95,782	41.30%	▲
Education and Welfare		644,253	371,064	744,616	1,242,430	273,189	73.62%	▲
Housing		359,979	337,042	382,022	421,842	22,937	6.81%	
Community Amenities		5,006,205	5,787,732	6,038,621	5,953,467	(781,527)	(13.50%)	▼
Recreation and Culture		7,164,447	5,239,468	8,184,160	16,579,812	1,924,979	36.74%	▲
Transport		12,657,605	17,460,912	19,541,783	18,715,035	(4,803,307)	(27.51%)	▼
Economic Services		1,936,536	2,076,889	2,278,460	2,655,177	(140,353)	(6.76%)	
Other Property and Services		254,039	205,718	262,773	272,672	48,321	23.49%	▲
		33,622,045	36,054,085	43,756,775	52,294,679	(2,432,040)	(6.75%)	
(Expenses)/(Applications)								
Governance		(5,044,940)	(6,406,675)	(6,957,580)	(7,203,413)	1,361,735	21.25%	▼
General Purpose Funding		(86,068)	(41,069)	(54,500)	(37,985)	(45,000)	(109.57%)	▲
Law, Order, Public Safety		(707,897)	(726,455)	(849,589)	(981,619)	18,558	2.55%	
Health		(506,589)	(835,002)	(833,095)	(959,924)	328,413	39.33%	▼
Education and Welfare		(284,406)	(363,026)	(385,147)	(603,294)	78,620	21.66%	▼
Housing		(894,540)	(1,168,030)	(1,374,196)	(1,088,578)	273,490	23.41%	▼
Community Amenities		(6,223,568)	(7,379,462)	(8,692,777)	(9,502,699)	1,155,894	15.66%	▼
Recreation & Culture		(6,880,111)	(7,587,408)	(9,160,255)	(9,701,234)	707,297	9.32%	
Transport		(10,554,302)	(8,711,327)	(13,171,365)	(12,429,468)	(1,842,975)	(21.16%)	▲
Economic Services		(3,183,507)	(3,214,451)	(4,484,457)	(4,786,930)	30,944	0.96%	
Other Property and Services		(2,237,394)	(349,975)	(2,717,319)	(2,501,721)	(1,887,419)	(539.30%)	▲
		(36,603,322)	(36,782,880)	(48,680,280)	(49,796,865)	179,558	(0.49%)	
Net Operating Result Excluding Rates		(2,981,277)	(728,795)	(4,923,505)	2,497,814	(2,252,482)	309.07%	
Adjustments for Non-Cash								
(Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals		77,609	29,550	38,254	59,120	48,059	(162.64%)	▲
Movement in Leave Reserve (Added Back)		0	0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL (non-current)		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Adjustment for Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		8,432,000	4,594,230	9,192,173	9,192,173	3,837,770	(83.53%)	▲
Capital Revenue and (Expenditure)								
Purchase Land Held for Resale		(72,191)	(302,498)	(340,000)	(390,000)	230,307	76.14%	▼
Purchase Land and Buildings		(12,738,384)	(20,228,069)	(21,803,301)	(30,456,175)	7,489,685	37.03%	▼
Purchase Furniture and Equipment		(23,774)	(418,700)	(534,000)	(519,000)	394,926	94.32%	▼
Purchase Plant and Equipment		(1,377,737)	(1,363,243)	(1,609,221)	(1,526,060)	(14,494)	(1.06%)	
Purchase Leasehold Improvements		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Roads		(1,824,379)	(3,237,485)	(4,088,810)	(3,010,491)	1,413,106	43.65%	▼
Purchase Infrastructure Assets - Footpaths		(14,060)	(120,000)	(114,060)	(120,000)	105,940	88.28%	▼
Purchase Infrastructure Assets - Drainage		(730,613)	(1,684,790)	(1,899,579)	(1,899,579)	954,177	56.63%	▼
Purchase Infrastructure Assets - Parks & Ovals		0	0	0	(6,470,450)	0	0.00%	
Purchase Infrastructure Assets - Aerodromes		(2,772,993)	(2,233,068)	(4,534,294)	(4,310,000)	(539,925)	(24.18%)	▲
Purchase Infrastructure Assets - Coastal		0	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Recreation		(3,918,766)	(6,769,555)	(7,291,358)	0	2,850,789	42.11%	▼
Purchase Infrastructure Assets - Town		(757,023)	(785,781)	(763,098)	0	28,758	3.66%	
Purchase Infrastructure Assets - Waste		(5,591,796)	(7,480,125)	(7,537,500)	0	1,888,329	25.24%	▼
Purchase Infrastructure Assets - Other		0	0	0	(15,128,725)	0	0.00%	
Proceeds from Disposal of Assets		293,715	417,834	456,364	836,000	(124,119)	(29.71%)	▼
Repayment of Debentures		(1,271,236)	(1,179,352)	(1,292,983)	(1,296,603)	(91,885)	(7.79%)	
Proceeds from New Debentures		0	0	1,000,000	4,800,000	0	0.00%	
Advances to Community Groups		0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income		0	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)		(382,849)	(5,710,597)	(8,578,034)	(8,235,363)	5,327,748	93.30%	▼
Transfers from Restricted Asset (Reserves)		7,055,282	15,823,767	22,639,604	23,938,599	(8,768,485)	(55.41%)	▼
ADD Net Current Assets July 1 B/Fwd		7,882,603	7,882,603	7,882,603	8,365,348	0	0.00%	
LESS Net Current Assets Year to Date		13,280,187	586,015	(34,439)	0	12,694,172	2166.19%	
Amount Raised from General Rates		<u>(23,996,056)</u>	<u>(24,080,088)</u>	<u>(24,066,306)</u>	<u>(23,673,392)</u>	<u>84,031</u>	<u>(0.35%)</u>	

SHIRE OF ASHBURTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016

	2014/15 B/Fwd Per 2015/16 Budget \$	2014/15 B/Fwd Per Financial Report \$	May 2016 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	7,680,570	6,560,196	6,541,172 *
Cash - Restricted Unspent Grants	500,000	1,792,754	500,000 *
Cash - Restricted Unspent Loans	1,518,933	1,522,742	1,518,933
Cash - Restricted Reserves	35,693,410	35,481,553	28,809,119 **
Rates - Current	920,367	920,367	920,667
Sundry Debtors	3,689,905	3,672,764	6,231,526
Accrued Income	0	12,072	0
Payments in Advance	38,507	40,694	0
GST Receivable	803,082	877,338	372,674
Provision For Doubtful Debts	(451,064)	(654,204)	(654,204)
Inventories	100,779	100,779	100,779
	<u>50,494,489</u>	<u>50,327,055</u>	<u>44,340,666</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(5,187,845)	(5,583,796)	(1,379,241)
Accrued Expenditure	(179,563)	(260,912)	0
PAYG Payable	(226,135)	(226,135)	(239,486)
Payroll Creditors	0	0	0
Withholding Tax Payable	0	0	0
GST Payable	(313,413)	(311,823)	(636,524)
Other Payables	(3,971)	(55,429)	3,891
Restricted Funds	0	0	0
Accrued Interest on Debentures	(37,606)	(37,606)	0
Accrued Salaries and Wages	(487,198)	(487,198)	0
Current Employee Benefits Provision	(875,693)	(1,098,506)	(1,098,506)
Current Loan Liability	0	(1,258,461)	12,775
	<u>(7,311,424)</u>	<u>(9,319,866)</u>	<u>(3,337,091)</u>
NET CURRENT ASSET POSITION	43,183,065	41,007,189	41,003,575
Less: Cash - Reserves - Restricted	(35,693,410)	(35,481,553)	(28,809,119)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	875,693	1,098,506	1,098,506
Add Back : Current Loan Liability	0	1,258,461	(12,775)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>8,365,348</u>	<u>7,882,603</u>	<u>13,280,187</u>
Investment Account Balance			
Restricted Cash Reserve **	\$ 28,809,119		
Muni Business Cash Reserve *	1,000,000		

Acquisitions of Assets

Capital Expenditure Progress Report at 31 May 2016

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
OFFICE OF CEO						
Staff Housing						
097803	BC127	CAP - 325 Third Ave Onslow	3,100.00	0.00	24.00	0.00
097803	BC136	CAP - 583 Third Ave Onslow	17,725.00	0.00	126.00	0.00
097803	BC139	CAP - 584 Third Ave Onslow	3,125.00	0.00	24.00	0.00
097803	BC142	CAP - 585 Third Ave Onslow	6,275.00	0.00	48.00	0.00
097803	BC163	CAP - 565 Brockman Ave Paraburdoo	0.00	66,215.00	66,215.00	66,235.41
097803	BC166	CAP - 571 Brockman Ave Paraburdoo	67,800.00	0.00	33,882.00	0.00
097803	BC175	CAP - 586 King Ave Paraburdoo	0.00	0.00	0.00	5,412.00
097803	BC178	CAP - 516 Lockyer Ave Paraburdoo	17,750.00	17,450.00	17,600.00	0.00
097803	BC195	CAP - 398 Acalypha St Tom Price	24,050.00	57,400.00	57,598.00	35,298.23
097803	BC204	CAP - 279 Carob St Tom Price	0.00	0.00	0.00	81.86
097803	BC207	CAP - 283 Carob St Tom Price	146,100.00	144,000.00	145,050.00	143,115.37
097803	BC213	CAP - 178 Cassia St Tom Price	67,800.00	43,150.00	43,648.00	0.00
097803	BC216	CAP - 126 Cedar St Tom Price	0.00	18,105.00	18,105.00	18,104.65
097803	BC219	CAP - 215 Grevillea St Tom Price	3,130.00	3,179.00	3,203.00	3,762.00
097803	BC225	CAP - 1104B Jabbarup St Tom Price	0.00	0.00	0.00	24,728.00
097803	BC228	CAP - 797 Kulai St Tom Price	16,550.00	0.00	8,274.00	0.00
097803	BC234	CAP - 773 Larnook St Tom Price	0.00	1,130.00	1,130.00	1,129.22
097803	BC243	CAP - 1004 Marradong Pl Tom Price	146,100.00	141,000.00	141,000.00	15,701.61
097803	BC255	CAP - 261 Poinciana St Tom Price	14,650.00	30,636.00	30,762.00	37,704.89
097803	BC261	CAP - 1152 Tarwonga Crt Tom Price	3,200.00	14,300.00	14,348.00	13,992.00
097800	BN144	New Staff Housing Onslow	2,500,000.00	2,100,000.00	2,100,000.00	1,153,855.29
			3,037,355.00	2,636,565.00	2,681,037.00	1,519,120.53
Visitors Centre - Tom Price						
139993		New Front Doors	0.00	0.00	0.00	6,651.34
139995		Asset Expansion Visitor Centre Land & Buildings	55,100.00	85,000.00	84,560.00	128,867.98
			55,100.00	85,000.00	84,560.00	135,519.32
Total			3,092,455.00	2,721,565.00	2,765,597.00	1,654,639.85
COMMUNITY DEVELOPMENT						
Care of Families & Children						
080300	BN455	Paraburdoo Child Care	4,625,000.00	4,554,302.00	4,203,185.05	2,628,195.34
			4,625,000.00	4,554,302.00	4,203,185.05	2,628,195.34
Public Halls - Civic Centre, Pavillion						
117323	BC329	CAP - Community Centre (rear of library) Tom Price	4,775.00	18,170.00	4,775.00	38,720.00
117325	15032	Paraburdoo Ashburton Hall - Safety Rails	50,000.00	50,000.00	65,000.00	45,975.00
117327	BC328	Paraburdoo Ashburton Hall - Safety Rails	0.00	150,000.00	0.00	150.00
			54,775.00	218,170.00	69,775.00	84,845.00
Foreshore Areas - Onslow						
112862	15094	Removal and Renewal of Fish Offal Tank	16,680.00	16,680.00	16,680.00	10,655.61
112862	C012	Ian Blair Boardwalk Onslow - Refurbishment	0.00	730,000.00	0.00	0.00
112861	15093	Onslow - Pontoon Tie Down Area	79,460.00	73,045.00	73,045.00	73,045.00
112861	15109	Onslow Foreshore - Bin Surrounds	7,160.00	1,000.00	1,000.00	1,000.00
112861	C015	Front Beach Furniture	6,440.00	10,000.00	10,000.00	0.00
112861	GE015	Four Mile Creek Upgrade	75,000.00	72,490.00	75,000.00	72,489.66
			184,740.00	903,215.00	175,725.00	157,190.27
Swimming Pool - Tom Price						
113304	C1605	Replace Pool Pumps	20,000.00	20,000.00	20,000.00	18,598.67
113304	C1606	Replace Vacuum Blower	3,300.00	3,329.00	3,329.00	3,329.22
113304	C1656	Pool Blankets	0.00	32,000.00	32,000.00	30,220.00
113308	C1601	Replace TP Shade Sail	15,000.00	15,200.00	15,200.00	15,181.33
113309	15137	Tom Price Pool - Lights to Playground	0.00	7,855.00	0.00	7,855.00
113309	C1607	Lightening Protection Pool area	20,000.00	20,000.00	10,000.00	0.00
113498	C1604	EFTPOS System Installation	4,000.00	0.00	4,000.00	0.00
			62,300.00	98,384.00	84,529.00	75,184.22
Swimming Pool - Paraburdoo						
113320	15035	Paraburdoo Pool - Cilled Water Fountain	0.00	300.00	0.00	150.00
113320	15036	Star Raft	0.00	0.00	0.00	4,350.00
113320	GE101	Dolphin Timing/ Infinity Start System	12,500.00	12,500.00	0.00	11,890.00
113323	C1602	EFTPOS system Installation	4,000.00	0.00	4,000.00	0.00
113325	15040	Paraburdoo Pool External Power Points	0.00	8,680.00	0.00	8,680.00
113325	C1603	Lighting Protection works	50,000.00	50,000.00	25,000.00	0.00
113325	GE100	New Starting Blocks	17,500.00	17,500.00	17,500.00	20,082.04
			84,000.00	88,980.00	46,500.00	45,152.04
Swimming Pool - Onslow						
117651	15023	Planning & Design Consultant Costs - Onslow Swimming Pool	5,050,000.00	811,055.00	720,406.85	165,637.82
117651	15024	Onslow Swimming Pool Construction	0.00	0.00	0.00	347,970.72
			5,050,000.00	811,055.00	720,406.85	513,608.54
Onslow MPC						
110364	15098	Onslow MPC - Ventilation to Plant Room	2,310.00	22,070.00	22,070.00	8,055.82
			2,310.00	22,070.00	22,070.00	8,055.82
Other Recreation & Sport						
112760	C037	Meeka (Train) Park Construction	0.00	5,788.00	5,788.00	5,788.00
113218	BC370	CAP - Bldg Prog/Sports Club Building Onslow	0.00	0.00	0.00	11,310.74
117343	BC364	CAP - Squash Courts Building	0.00	0.00	0.00	14,670.00
117343	15052	Tom Price Squash Courts - Air Cond	1,800.00	1,800.00	2,231.00	818.18
117343	BC350	CAP - Area W Building (Toilets/Changerooms)	0.00	0.00	0.00	8,771.05
117343	C1612	New Aircondition Installation - Junior Football Building	15,000.00	35,000.00	35,000.00	37,260.00
112763	15122	Onslow Waterspray Park - Install Air Cond to Plant Room	19,760.00	0.00	0.00	0.00
112763	15125	Onslow Waterspray Park - Replace Pipes	6,595.00	1,959.00	0.00	2,079.34
112763	15127	Onslow Waterspray Park - Spill Kit & Safety Equip	14,515.00	14,515.00	0.00	410.00
			57,670.00	59,062.00	43,019.00	81,107.31

Acquisitions of Assets

Capital Expenditure Progress Report at 31 May 2016

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
Malls						
100068	GE028	Para Town Revitalisation - RIO Projects	0.00	22,667.00	0.00	22,666.91
100068	15215	Paraburdoo Town Centre Landscaping	13,565.00	15,000.00	13,561.00	9,318.71
100067	C501	Town Centre Upgrade Works	772,220.00	724,955.00	772,220.00	724,954.83
			785,785.00	762,622.00	785,781.00	756,940.45
Other Community Amenities						
			0.00	0.00	0.00	0.00
Parks and Ovals						
112748	C042	Federation Park Playground Maintenance	10,000.00	0.00	0.00	0.00
112749	15086	Tom Price Lions Park - Replace Playground Equip	58,770.00	6,739.00	6,739.00	0.00
112749	15205	Tom Price Anzac Memorial Refurbishment	0.00	40,909.00	0.00	54,540.00
112749	15218	Paraburdoo Shopping Mall Replace Playground	40,000.00	52,033.00	0.00	54,035.55
112749	15226	Tom Price - Doug Tailbot Park Install Lighting	3,600.00	910.00	0.00	910.00
112761	C1615	Refurbishment playground Equipment (Talbot Park)	10,000.00	0.00	0.00	0.00
112761	C1617	Playground Audit Repairs	0.00	20,000.00	20,000.00	0.00
112745	15128	Paraburdoo Peter Sutherland Oval - Upgrade Electrical Panels	170,000.00	170,000.00	184,631.00	150.00
112746	C077	Paraburdoo Skate Park (New Asset)	850,000.00	850,000.00	850,000.00	837,604.76
112746	C078	Skate Park Onslow (New)	1,133,130.00	100,000.00	66,565.00	5,483.75
112746	C053	Minna Oval Picnic Area	149,950.00	140,000.00	140,000.00	130,269.24
112746	C079	Basketball Courts Onslow (New)	4,055,000.00	4,055,000.00	3,690,873.80	2,104,898.50
112746	C300	Tom Price Skate Park Softfall & Lights	0.00	0.00	0.00	0.00
			6,480,450.00	5,435,591.00	4,958,808.80	3,187,891.80
Library - Paraburdoo						
113838	BC400	CAP - Library Building	20,835.00	70,835.00	63,335.00	7,978.18
			20,835.00	70,835.00	63,335.00	7,978.18
Library - Tom Price						
114133	BC390	CAP - Library Building	15,000.00	15,000.00	15,000.00	1,322.73
			15,000.00	15,000.00	15,000.00	1,322.73
Other Recreation & Sport (Non Specific. Specific Have Their Own Sub Function)						
113234	C551	Paraburdoo Softball Diamond	0.00	434.00	0.00	434.32
113239	C1650	Install water filtration systems (all facilities)	25,000.00	25,000.00	26,631.00	0.00
			25,000.00	25,434.01	26,631.00	434.32
Aged Care						
092269	BC289	Capital Upgrade Carinya Units (All)	0.00	0.00	0.00	10,594.88
092268	BC299	CAP - Renovations - Senior Citizens Units	60,000.00	93,000.00	93,000.00	249.00
			60,000.00	93,000.00	93,000.00	10,843.88
Paraburdoo Chubb						
113236		Paraburdoo Community Chubb	8,090,000.00	1,000,000.00	1,010,000.00	0.00
			8,090,000.00	1,000,000.00	1,010,000.00	0.00
Total			25,597,865.00	14,157,720.01	12,317,765.70	7,558,749.90

CORPORATE SERVICES

Administration General - Tom Price & Paraburdoo

045968		Renovations - Tom Price Office	200,000.00	200,000.00	200,000.00	1,365.00
			200,000.00	200,000.00	200,000.00	1,365.00

Administration General - Onslow

040376	BN100	Onslow Admin Complex Construction	7,125,000.00	5,500,000.00	5,051,373.60	3,318,072.81
040376	BN101	Planning & Design costs	2,375,000.00	2,500,000.00	2,223,000.00	1,243,699.02
			9,500,000.00	8,000,000.00	7,274,373.60	4,561,771.83

Information Technology

042464		Computer Equipment	352,000.00	375,000.00	251,700.00	23,623.60
			352,000.00	375,000.00	251,700.00	23,623.60

Total			10,052,000.00	8,575,000.00	7,726,073.60	4,586,760.43
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DEVELOPMENT & REGULATORY SERVICES

Health - Aboriginal Health

071294		Aboriginal Health Vehicle	0.00	45,243.00	0.00	50,075.69
			0.00	0.00	0.00	0.00

State Emergency Services

050004		Plant & Equipment Capital Expenditure	6,810.00	0.00	3,402.00	363,001.21
			6,810.00	0.00	3,402.00	363,001.21

Total			6,810.00	45,243.00	3,402.00	413,076.90
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STRATEGIC & ECONOMIC DEVELOPMENT

Tourism & Area Promotion Eastern Sector

134854	15150	Paraburdoo - Upgrade Visitor Info Bay Camp Rd	98,330.00	98,330.00	0.00	0.00
134854	15151	Upgrade Tourist Info Bay Signage	500,000.00	500,000.00	0.00	0.00
			598,330.00	598,330.00	0.00	0.00

Tourism & Area Promotion Onslow

135010	C610	Onslow Visitors Centre & Museum Signage	59,000.00	59,000.00	59,000.00	30,895.00
			59,000.00	59,000.00	59,000.00	30,895.00

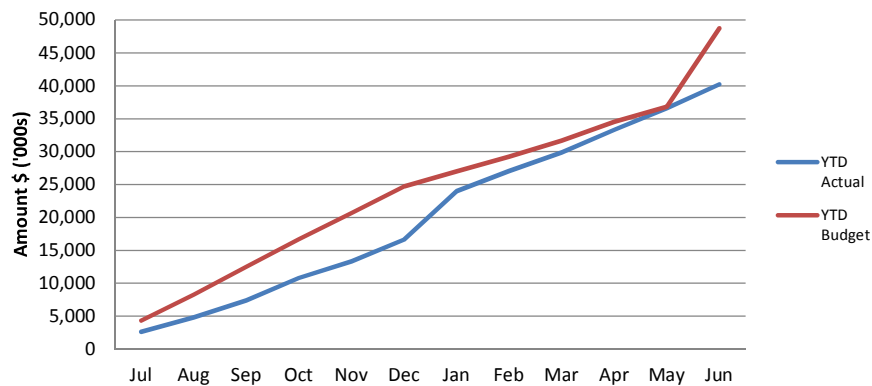
Acquisitions of Assets

Capital Expenditure Progress Report at 31 May 2016

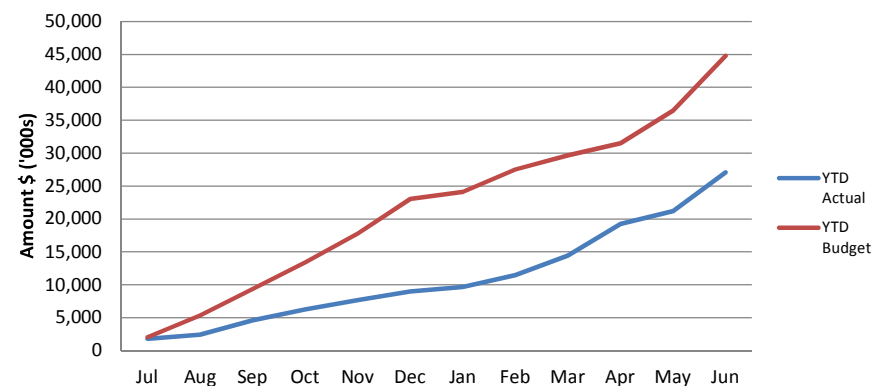
GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
Ocean View Caravan Park						
134255	BE438	Ocean View Caravan Park Upgrade	4,400,000.00	4,492,125.00	4,474,502.40	3,391,501.67
			4,400,000.00	4,492,125.00	4,474,502.40	3,391,501.67
Tom Price Industrial Land Development						
140154	W658	Boonderoo Subdivision/Survey expenses - Lot 350	75,000.00	75,000.00	67,497.60	18,925.00
140154	15190	Tom Price Industrial Land - Planning	15,000.00	15,000.00	15,000.00	150.00
			90,000.00	90,000.00	82,497.60	19,075.00
Tom Price Residential Land Development						
140077	C063	Purchase of "Lazy Land"	379,000.00	379,000.00	0.00	300,000.00
			379,000.00	379,000.00	0.00	300,000.00
Onslow Industrial Development						
147315		Design & Plan Expenses	50,000.00	50,000.00	50,000.00	24,543.60
147318		Services Installation - Onslow Mixed Business Land	250,000.00	200,000.00	170,000.00	28,572.80
			300,000.00	250,000.00	220,000.00	53,116.40
Major Projects						
100066	W253	Onslow Townscape Planning & Design	0.00	476.00	0.00	82.53
100085	C1609	Major Projects & Governance Software System	99,000.00	99,000.00	99,000.00	0.00
			99,000.00	99,476.00	99,000.00	82.53
Total			5,925,330.00	5,967,931.00	4,935,000.00	3,794,670.60
INFRASTRUCTURE						
Depots						
127383	BC417	CAP - Depot Buildings Onslow	0.00	0.00	0.00	14,600.00
			0.00	0.00	0.00	14,600.00
Road Plant Purchases						
124954		Plant & Equipment Capital Expenditure	569,000.00	555,838.01	555,838.01	221,929.61
124964		Motor Vehicle	540,000.00	521,364.00	521,364.00	531,867.57
124966		Asset New Motor Vehicles Plant & Equipment	120,000.00	77,273.00	77,273.00	104,681.08
124956		Asset New Plant Plant & Equipment	208,000.00	295,454.00	103,956.00	0.00
			1,437,000.00	1,449,929.01	1,258,431.01	858,478.26
Parking Facilities						
124785	C1610	Shire Administration Carpar Upgrade	50,000.00	50,000.00	50,000.00	0.00
			50,000.00	50,000.00	50,000.00	0.00
Airports						
120014	C403	Terminal Construction	250,000.00	250,000.00	124,811.00	220,232.10
120014	C410	Landside Facilities - PIP 3B	3,900,000.00	4,000,000.00	1,948,257.00	2,536,566.45
120014	C414	Onslow Airport Outdoor Furniture	10,000.00	134,294.00	10,000.00	7,988.16
120016	15203	Onslow Airport - General Aviation Lease Area Preparation	100,000.00	100,000.00	100,000.00	8,206.00
120016	15206	Onslow Airport Drainage Improvement	50,000.00	50,000.00	50,000.00	0.00
120018	15237	Onslow Airport - Backup Generator Terminal	0.00	0.00	0.00	16,723.45
			4,310,000.00	4,534,294.00	2,233,068.00	2,789,716.16
Urban Stormwater Drainage						
124470	C150	Works Prog Drainage First St Onslow (Capital)	200,000.00	200,000.00	180,000.00	1,658.63
124470	C156	Works Prog Tom Price Urban Drainage	200,000.00	200,000.00	180,000.00	46,614.13
124470	C1655	Works Prog Drainage Shanks Rd Onslow	500,000.00	500,000.00	500,000.00	0.00
124470	GE090	Storm water Drainage Renewal Paraburdoo (CLGF)	999,579.00	999,579.00	824,789.50	682,340.28
			1,899,579.00	1,899,579.00	1,684,789.50	730,613.04
Construction Streets, Roads, Bridges, Depots						
124441	C225	Construction of Cattle Grids	145,000.00	150,324.00	145,000.00	150,768.78
124441	C229	Onslow Access Ring Rd - Design & Prelim	0.00	865.00	0.00	865.11
124450	C233	Nameless Valley Rd Truck Rest Stop Upgrade	0.00	300,000.00	0.00	0.00
124460	C208	Reseals	400,000.00	400,000.00	200,000.00	1,405.48
124460	C211	Roebourne - Wittenoom Rd Resheet	1,039,875.00	1,139,875.00	1,139,875.00	230,195.38
124460	C227	Resheeting	0.00	14,800.00	0.00	14,800.00
124460	C1620	Blackspot - Second Ave Onslow Rd	100,000.00	100,000.00	100,000.00	7,625.00
124540	FD510	Roads/Floodways	414,230.00	264,230.00	264,230.00	234,756.55
124461	15213	Peedamulla Rd Resheet	0.00	417,994.00	417,994.00	559,676.01
124461	15212	Pannawonica - Millstream Rd Resheet	0.00	593,392.00	0.00	593,391.85
124461	15204	BUDGET ONLY Road Resheeting	861,386.00	0.00	861,386.00	0.00
			2,960,491.00	3,381,480.00	3,128,485.00	1,793,484.16
Sanitation - General Refuse						
100025		Plant & Equipment Capital Expenditure	21,450.00	20,920.00	19,450.00	20,920.00
100038	C1608	Waste Management Accounting System	60,000.00	60,000.00	60,000.00	150.00
100039	C002	Works Prog Paraburdoo Refuse Site Upgrade	60,000.00	60,000.00	60,000.00	0.00
100039	C004	New Waste Management Facility	1,000,000.00	150,000.00	212,625.00	99,668.87
100041	C003	Works Prog Onslow Refuse Transfer Station	750,000.00	750,000.00	750,000.00	314,688.56
100041	C005	Tom Price Landfill Wash Down Bay	27,500.00	27,500.00	27,500.00	0.00
100041	C006	Tom Price Weighbridge	160,000.00	250,000.00	130,000.00	6,888.00
100063	C065	Onslow Tip Closure	6,250,000.00	6,250,000.00	6,250,000.00	5,140,544.07
100063	15021	Waste Management Strategy	50,000.00	50,000.00	50,000.00	30,006.54
			8,378,950.00	7,618,420.00	7,559,575.00	5,612,866.04
Footpaths						
124530	C099	BUDGET ONLY - Asset New Footpaths	100,000.00	100,000.00	100,000.00	0.00
124530	C651	Footpath Construction- New Subdivision (Warara/Pilkana/Yaruga)	20,000.00	14,060.00	20,000.00	14,060.00
			120,000.00	114,060.00	120,000.00	14,060.00
Total			19,156,020.00	19,047,762.01	16,034,348.51	11,813,817.66
Total YTD Capital Expenditure at 31 May 2016			63,830,480.00	50,515,221.02	43,782,186.81	29,821,715.34

Income and Expenditure Graphs

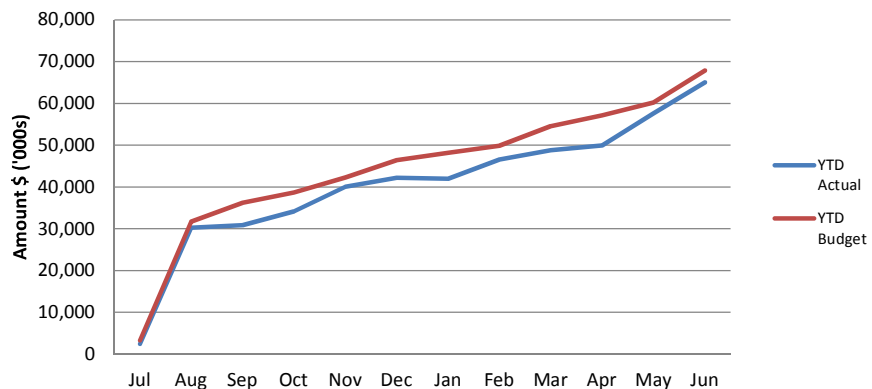
Operating Expenditure May 2016



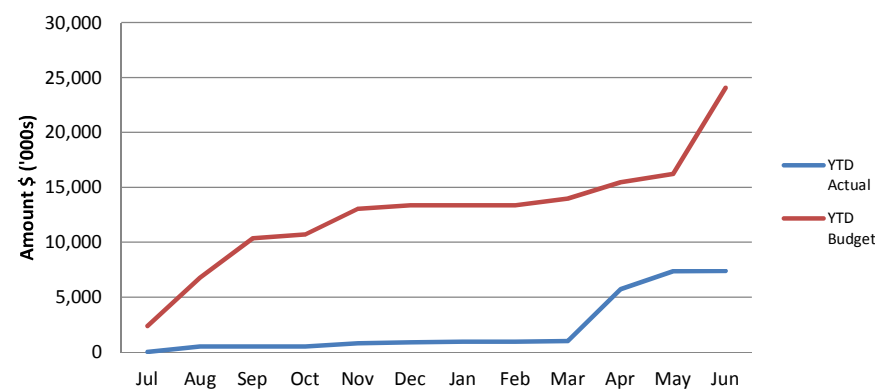
Capital Expenditure May 2016



Operating Income May 2016

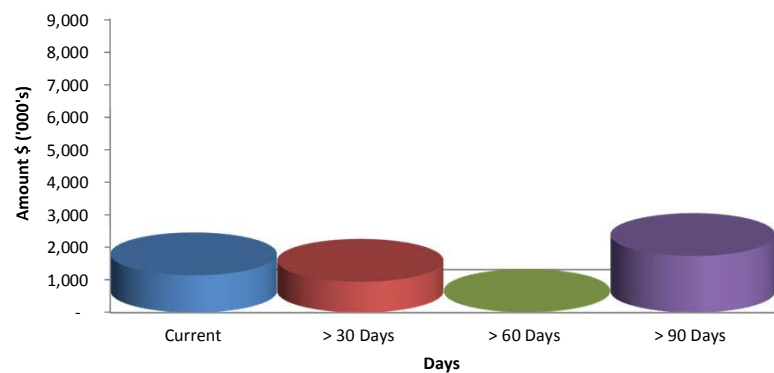


Capital Income May 2016

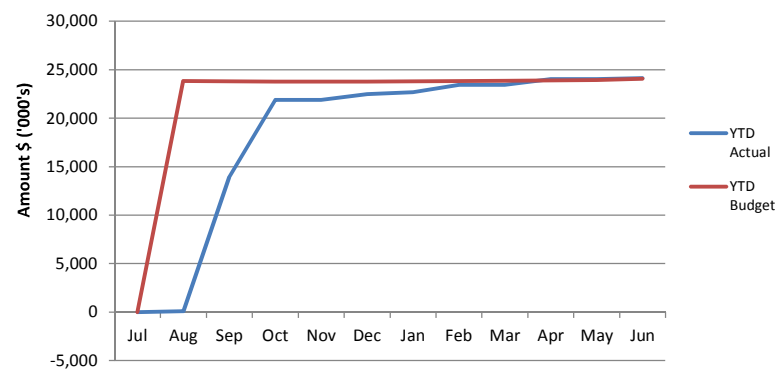


Other Graphs

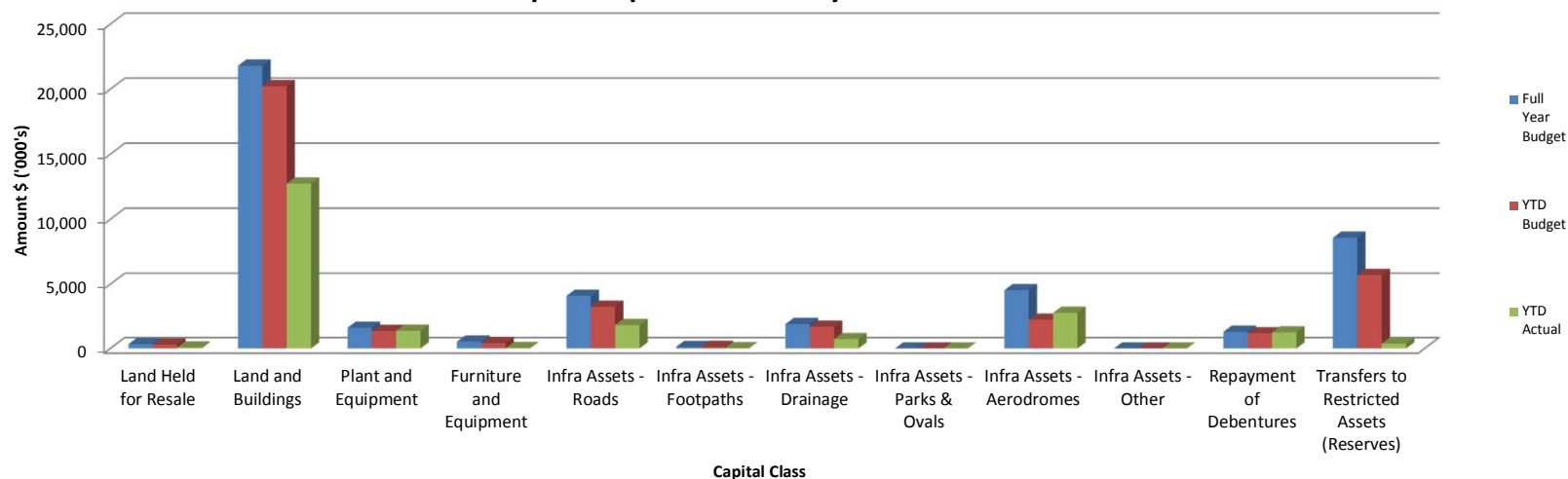
Sundry Debtors Amount O/S June 2016



Current YTD Rates Income as at 30/06/16



Capital Expenditure - May 2016



Reserve Movements as at: 31/05/2016

CASH BACK RESERVES	YTD ACTUAL					BUDGET				
RESERVES	Opening Balance (\$)	Interest Earned	Amount Set Aside / Transfer To Reserve	Amount Used / Transfer from Reserve	Ending balance (\$)	Opening Balance (\$)	Interest Earned	Amount Set Aside / Transfer To Reserve	Amount Used / Transfer from Reserve	Ending balance (\$)
Employee Entitlement Reserve	323,042	3,989			327,031	323,042	2,896			325,938
Plant Replacement Reserve	25,769	318			26,087	25,769	231			26,000
Infrastructure Reserve	6,576,047	67,350			6,643,397	6,576,047	58,956			6,635,003
Paraburdoo Chub				0	0				0	0
Onslow Refuse Disposal Facility				0	0				(1,352,488)	(1,352,488)
Onslow Onslow Tip Closure				0	0				(4,792,512)	(4,792,512)
					6,643,397					490,003
Housing Reserve	2,030,453	25,072			2,055,525	2,030,453	18,203			2,048,656
Onslow Staff Housing				0					(1,500,000)	(1,500,000)
										548,656
Onslow Community Infrastructure Reserve	183,442	1,707			185,149	183,442	1645			185,087
Property Development Reserve	7,381,336	93,261			7,474,597	7,381,336	66,175			7,447,511
Onslow Caravan Park				0					(4,275,000)	(4,275,000)
Tom Price Residential Area				0					(379,000)	(379,000)
Tom Price Residential - Footpaths				0					(20,000)	(20,000)
Tom Price Industrial Area				0					(90,000)	(90,000)
Onslow Industrial Area				0					(250,000)	(250,000)
					7,474,597					2,433,511
Onslow Administration Building Reserve	5,567,822	64,567		(4,037,307)	1,595,082	5,567,822	49,917		(5,000,000)	617,739
Unspent Grants & Contributions Reserve	3,109,675	35,645			3,145,320	3,109,675	29,478			3,139,153
Paraburdoo Drainage				(674,191)	(674,191)				(999,579)	(999,579)
Paraburdoo Child Care				(453,100)	(453,100)				(908,000)	(908,000)
Tom Price Town Centre Upgrade				(713,025)	(713,025)				(713,025)	(713,025)
					1,305,005					518,549
RIO Tinto Partnership Reserve	3,034,335	29,222			3,063,557	3,067,844	27,504			3,095,348
Paraburdoo Community Hub					0					
Paraburdoo Child Care				(1,177,660)	(1,177,660)				(2,360,000)	(2,360,000)
Club Development				0	0				(89,800)	(89,800)
Rio Partnership Management				0	0				115,363	115,363
					1,885,897					760,911
Onslow Aerodrome Reserve	3,000,000	25,540			3,025,540	3,000,000	26,896			3,026,896
Onslow Airport income				0					4,800,000	4,800,000
										7,826,896
Future Projects Reserve	4,249,632	36,178			4,285,810	4,249,632	38,099			4,287,731
Onslow Airport income				0					3,000,000	3,000,000
Onslow Onslow Tip Closure				0	0				0	0
Onslow Transfer Station				0	0				0	0
										7,287,731
TOTAL	35,481,553	382,849	0	(7,095,283)	28,809,119	35,515,062	320,000	7,915,363	(22,729,404)	21,021,021

LIST OF PAYMENTS FOR JUNE 2016

Municipal Payments

Chq/EFT	Date	Name	Description	Amount
EFT34572	02/06/2016	AB LOVERIDGE (ANTHONY LOVERIDGE AGENCIES)	Purchase of Stickers for Tom Price Visitors Centre	292.05
EFT34573	02/06/2016	ABCO PRODUCTS	Purchase of consumables/cleaning products	159.54
EFT34574	02/06/2016	ACT DESIGN	Paint interior of day care centre - Paraburdoo	10,865.00
EFT34575	02/06/2016	ALLTRACK WA PTY LTD	RFQ 1.16 - Twitchen Road - Reform Road Profile	217,690.00
EFT34576	02/06/2016	ANTHONY BLOEM	Travel expenses for Council Meeting in Onslow 23.05.16	946.56
EFT34577	02/06/2016	ARTGAME PTY LTD	Souvenirs for Tom Price Visitors Centre	662.86
EFT34578	02/06/2016	AUSTRALIAN MADE ART - Emma Blyth	Souvenirs for Tom Price Visitors Centre	1,941.00
EFT34579	02/06/2016	BOLINDA PUBLISHING PTY LTD	Items for Onslow Library	553.42
EFT34580	02/06/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Various repairs and maintenance works - Tom Price/Paraburdoo	6,182.00
EFT34581	02/06/2016	CARDNO	Onslow Drainage Study - professional services rendered for period ending 29.04.16	6,600.00
EFT34582	02/06/2016	CENTURION TRANSPORT CO PTY LTD	Delivery charges	159.87
EFT34583	02/06/2016	CITY OF KARRATHA	Building Licence Fees for January, February and March 2016	5,045.00
EFT34584	02/06/2016	CIVIC LEGAL	Shire Legal Matters	12,557.05
EFT34585	02/06/2016	CLEANAWAY - NATIONWIDE OIL	Removal of oils and Hydrocarbons from Onslow Waste Transfer Station	5,716.37
EFT34586	02/06/2016	CLEVERPATCH PTY LTD	Purchase of Craft items for Pannawonica Library	625.47
EFT34587	02/06/2016	COLLINS BOOKSELLER SOUTHLANDS	Books for Tom Price, Paraburdoo and Onslow Public Library	95.99
EFT34588	02/06/2016	COVS PARTS PTY LTD	Parts Cleaner	111.36
EFT34589	02/06/2016	CRAVE JUICE BAR	Catering for 7 people to attend Chevron, DSD and SOA meeting 03.05.16	143.50
EFT34590	02/06/2016	DAVID GRAY & COMPANY	60 Dark Green Rubbish Bins with Shire Logo Stamped	6,844.20
EFT34591	02/06/2016	DEPARTMENT OF PARKS AND WILDLIFE	DPaW Park Passes for Tom Price Visitors Centre	3,894.54
EFT34592	02/06/2016	DICE SOLUTIONS	Repairs to Solar panel on foreshore at Back beach Onslow	165.55
EFT34593	02/06/2016	DOUGHLAS DIAS	Doughlas Ivan Dias - Councillor Travel Expense Claim - May 2016	1,282.85
EFT34594	02/06/2016	DREADS	Replace dangerous trip hazard, Second Avenue Onslow	2,702.26
EFT34595	02/06/2016	ELITE POOL COVERS	Commercial Thermal Blanket for Paraburdoo Pool, Commercial Roller & Outrigger Roller	33,242.00
EFT34596	02/06/2016	ENVIROBOOK	Books for Tom Price Visitors Centre	520.13
EFT34597	02/06/2016	ESS THANLANYJI P/L	Onslow Airport Camp, Mandays for May	56,040.73
EFT34598	02/06/2016	FORTESCUE NATIONAL FOOTBALL LEAGUE	Community Support Grant for the Fortescue National Football League	729.75
EFT34599	02/06/2016	GARRARDS PTY LTD	Purchase of chemicals for Mosquito Control Onslow	2,394.47
EFT34600	02/06/2016	GHD PTY LTD	Gap Analysis / Planning Phase Proposal for the Karratha - Tom Price Road, Stage 3	7,554.80
EFT34601	02/06/2016	HITACHI LTD	Parts - Air Filter Element	107.28
EFT34602	02/06/2016	IBN CORPORATION PTY LTD	Cleaning of Tom Price/Paraburdoo Halfway Bridge toilet and building - month of April 2016	4,528.37
EFT34603	02/06/2016	INITIAL HYGIENE / PINK HYGIENE SOLUTIONS	Hygiene collection services 28.06.16 - 27.07.16	2,445.32
EFT34604	02/06/2016	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA - IPWEA	NAMS Plus Annual Subscription Fee 01.07.16 - 30.06.17- Asset Management	737.00
EFT34605	02/06/2016	KARINGAL NEIGHBOURHOOD CENTRE	Community Support Grant for Karingal Neighbourhood Centre	2,500.00
EFT34606	02/06/2016	KERRY WHITE	Kerry White - Councillor Travel Expense Claim January - April 2016	1,857.62
EFT34607	02/06/2016	KHB MOBILE MECHANICAL PTY LTD	Vehicle repairs and maintenance	964.76
EFT34608	02/06/2016	LIND CONSULTING	Governance and Policy Consultation for May 2016	650.00
EFT34609	02/06/2016	LJ HOOKER	Staff housing rent for May/June	40,776.58
EFT34610	02/06/2016	MAXXIA PTY LTD	Payroll deductions	2,136.14
EFT34611	02/06/2016	MELANIE GALLANAGH	Melanie Gallanagh - Councillor Travel Expense Claim October 2015 - April 2016	3,845.40
EFT34612	02/06/2016	MOUNTAIN VIEW GOLF CLUB	Community Support Grant for Mountain View Golf Club	2,500.00
EFT34613	02/06/2016	N-COM PTY LTD	Repair and test digital TV transmitter in Onslow	1,760.00
EFT34614	02/06/2016	NAMELESS JARNDUNMUNHA FESTIVAL	Sponsorship Payment 2016 Nameless Festival	110,000.00
EFT34615	02/06/2016	NAMELESS PLAYGROUP	Community Support Grant for Nameless Playgroup	729.75
EFT34616	02/06/2016	NIKKI'S LICENSED RESTAURANT	Catering for the Ordinary Meeting of Council 19 August 2015 - Onslow	540.00
EFT34617	02/06/2016	NORTH REGIONAL TAFE	Onslow Keepers- 1 day Basic Computer and IPAD workshop at MPC Onslow 18th May 2016	630.80
EFT34618	02/06/2016	NORWEST REFRIGERATION SERVICES	Various repairs and maintenance works - Tom Price/Paraburdoo	814.00
EFT34619	02/06/2016	ONSLow PRIMARY SCHOOL P&C	Community Support Grant for Onslow Primary School P&C	2,500.00
EFT34620	02/06/2016	ONSLow RODEO ASSOCIATION INC	Community Support Grant Onslow Rodeo Association	2,500.00
EFT34621	02/06/2016	ONSLow SPORTS CLUB	Community Support Grant for Onslow Sports Club	2,500.00
EFT34622	02/06/2016	PANNA BE IN IT	Community Support Grant for Pannawonica Be In it	2,500.00
EFT34623	02/06/2016	PANNAWONICA HEIGHTS GOLF CLUB	Community Support Grant for Pannawonica Heights Golf Club	2,500.00
EFT34624	02/06/2016	PANNAWONICA PLAYGROUP	Small Assistance Donation to the Pannawonica Playgroup	500.00
EFT34625	02/06/2016	PANNAWONICA SWIM CLUB	Community Support Grant for the Pannawonica Swimming Club	2,500.00
EFT34626	02/06/2016	PANNAWONICA YOUTH CLUB	Community Support Grant for the Pannawonica Youth Club	2,100.00
EFT34627	02/06/2016	PARABURDOO BRANCH SHOOTERS ASSOCIATION	Community Support Grant for the Paraburdoo Branch Shooters Association	2,500.00
EFT34628	02/06/2016	PARABURDOO HORSE CLUB	Community Support Grant for the Paraburdoo Horse Club	1,830.00
EFT34629	02/06/2016	PARABURDOO IGA	Bags of Ice for Give It A Go Day Paraburdoo	28.50
EFT34630	02/06/2016	PILBARA FOOD SERVICES P/L	Purchase of Coffee Pods for Paraburdoo Library	147.20
EFT34631	02/06/2016	PILBARA REGIONAL FOOTBALL DEVELOPMENT COMMITTEE	Community Support Grant for the Pilbara Regional Football Development Committee	729.75
EFT34632	02/06/2016	PILBARA TREE SERVICES	Prune Tree branches Area W Oval Tom Price	1,320.00
EFT34633	02/06/2016	PILBARA WILDLIFE CARERS ASSOCIATION	Community Support Grant to the Pilbara Wildlife Carers Association	2,500.00

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34634	02/06/2016	SEAN RIPLEY	Reimbursement for Accommodation in Perth to attend meetings, Taxi (Cabcharge) and flight change	590.10
EFT34635	02/06/2016	SITE PICS - COMMERCIAL & INDUSTRIAL PHOTOGRAPHY & VIDEOGRAPHY	Photograph Onslow Anzac Day Event 25th April 2016	1,595.00
EFT34636	02/06/2016	SKIPPER TRANSPORT PARTS	Purchase of parts	646.54
EFT34637	02/06/2016	ST JOHN AMBULANCE TOM PRICE	First Aid training for Shire staff	290.00
EFT34638	02/06/2016	STIHL SHOP MORLEY	Stihl leg protection Chainsaw Chaps	318.00
EFT34639	02/06/2016	TENDERLINK.COM	Advertising - RFQ 18. 16 toilet, change room and kitchen upgrade Minna Oval, Tanunda Street Tom Price, RFQ 25.16 Hire of variable message signs	330.00
EFT34640	02/06/2016	THALANYJI SERVICE STATIONS	Fuel for Onslow	2,289.57
EFT34641	02/06/2016	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Advertising for Leading Hand Tom Price	1,402.50
EFT34642	02/06/2016	THEATRE KIMBERLEY INC	Balance of \$600 GST not paid on original invoice	600.00
EFT34643	02/06/2016	TOLL IPEC PTY LTD	Freight charges	2,492.22
EFT34644	02/06/2016	TOM PRICE COMMUNITY GARDEN - SUBCOMMITTEE TPCACC	Community Support Grant for Tom Price Community Garden	729.75
EFT34645	02/06/2016	TOM PRICE HOCKEY AND FUTSAL CLUB	Community Support Grant for the Tom Price Hockey and Futsal Club	729.75
EFT34646	02/06/2016	TOM PRICE NETBALL ASSOCIATION	Community Support Grant for Tom Price Netball Association	729.75
EFT34647	02/06/2016	TOM PRICE SENIOR HIGH SCHOOL P&C	Community Support Grant for the Tom Price Senior High School P&C	729.75
EFT34648	02/06/2016	TOM PRICE TEEBALL ASSOCIATION	Community Support Grant for the Tom Price Teeball Association	729.75
EFT34649	02/06/2016	TOM PRICE VETERINARY CLINIC	Cat Act costs	90.00
EFT34650	02/06/2016	V SWANS	Community Support Grant for Vswans Football Club	2,500.00
EFT34651	02/06/2016	WA RETICULATION SUPPLIES	Purchase of parts - Tom Price Depot	2,500.35
EFT34652	02/06/2016	WESTPRINT HERITAGE MAPS P/L	Books for Pannawonica Library	82.00
EFT34653	09/06/2016	ABCO PRODUCTS	Purchase of cleaning products for the public toilets	1,227.59
EFT34654	09/06/2016	ACACIA CONNECTION PTY LTD	Employee Assistance Program for Staff May 2016	2,472.25
EFT34655	09/06/2016	AERODROME MANAGEMENT SERVICES PTY LTD	Electrical Technical Inspection - Onslow Airport	7,411.80
EFT34656	09/06/2016	ALLMARK & ASSOCIATES PTY LTD	Various staff name badges	695.75
EFT34657	09/06/2016	ARCHIVEWISE	Storage Records Archive wise	262.46
EFT34658	09/06/2016	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Solicitors professional fees for April and May 2016	20,224.49
EFT34659	09/06/2016	BITUMINOUS PRODUCTS P/L	Purchase of products for Runway Management - Onslow Airport	504.90
EFT34660	09/06/2016	BJ & A BUILDING & MAINTENANCE	Various repairs and maintenance works - Tom Price	1,342.00
EFT34661	09/06/2016	BLACKWOODS PTY LTD	Purchase of staff Personal Protection clothing	218.88
EFT34662	09/06/2016	BLUE FORCE PTY LTD	Quarterly alarm monitoring for the Onslow MPC 1st June 2016 - 31st August	119.70
EFT34663	09/06/2016	BOB WADDELL CONSULTANTS	Assistance End of Financial Year Accounting	222.75
EFT34664	09/06/2016	BUDGET CAR AND TRUCK RENTAL	Hire Car for Tanya Jones whilst attending training in Perth	246.24
EFT34665	09/06/2016	BUNNINGS GROUP	Purchase of Fertilizer - Garden maintenance at Onslow Airport	256.36
EFT34666	09/06/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	RFQ 14.16 Full Internal Refurbishment of 283 Carob Street Tom Price and Various repairs and maintenance works Tom Price	161,738.50
EFT34667	09/06/2016	CABCHARGE AUSTRALIA	Shire staff/Councillor Taxi travel in Perth	1,519.54
EFT34668	09/06/2016	CARDNO (NSW/ACT)	RFT 14-1 Professional Services - Coastal Hazard Risk Management and Adaption Plan May 2016	7,481.79
EFT34669	09/06/2016	CENTREL PTY LTD T/A BP RELIANCE PETROLEUM	Tom Price Depot Bulk Diesel, Tank & Equipment Hire for Onslow Airport and Depot	36,720.76
EFT34670	09/06/2016	CENTURION TRANSPORT CO PTY LTD	Freight Charges	95.41
EFT34671	09/06/2016	CHAMPION MUSIC PTY LTD	Entertainment for a Special event in Pannawonica - Jazz Garden Party to the held on 20.08.16	4,867.50
EFT34672	09/06/2016	CHEF MASTER AUSTRALIA	Bin liners for the bins in MPC Onslow	510.90
EFT34673	09/06/2016	CITY OF KARRATHA	Building Licence Fees - Building Certification Services for April 2016	1,610.00
EFT34674	09/06/2016	CMW GEOSCIENCES PTY LTD	Site Classification Certificates for Lots 94 Yungu Road, 170 Carlyon Road and 194 Tink Street Barrarda Estate, Onslow CMW Project	4,400.00
EFT34675	09/06/2016	COMMUNITY ARTS & CULTURAL CENTRE	Community Support Grant for Community Arts and Cultural Centre Tom Price	729.75
EFT34676	09/06/2016	COVS PARTS PTY LTD	Machinery repairs and maintenance - Purchase of parts	715.01
EFT34677	09/06/2016	CRAWFORD REALTY	Bond payment and rent for 22/37 Warara Street Tom Price	3,000.00
EFT34678	09/06/2016	DAVID GRAY & COMPANY	40 x Dark Green Bins with Shire Logo Stamped	3,322.00
EFT34679	09/06/2016	DELL COMPUTER LTD	Purchase of a Dell Monitor and accessories	1,624.13
EFT34680	09/06/2016	DEPARTMENT OF HOUSING	Shire housing Rent 02.05.16 - 05.06.16	9,900.00
EFT34681	09/06/2016	DICE SOLUTIONS	Repairs to emergency switch and isolation switch Onslow Airport	292.78
EFT34682	09/06/2016	DIRECT TRADES SUPPLY PTY LTD	Reticulation repairs for Peter Sutherland Oval Paraburdoo	475.82
EFT34683	09/06/2016	E & MJ ROSHER PTY LTD	Machinery repairs and maintenance - Purchase of parts	667.80
EFT34684	09/06/2016	ELIZABETH DIVER	Reimbursement for 2 nights accommodation for attending Training in Augusta	304.00
EFT34685	09/06/2016	ERA CONTRACTORS	Various repairs and maintenance works - Tom Price	1,746.84
EFT34686	09/06/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI	Catering for the Ordinary Meeting of Council 26 April 2016	339.44
EFT34687	09/06/2016	ESS THANLANYJI P/L	Airport Camp expenses May 2016	770.07
EFT34688	09/06/2016	FREMANTLE ARTS CENTRE PRESS	Books for Pannawonica Library	69.98
EFT34689	09/06/2016	FUJI XEROX AUSTRALIA PTY LTD	Printing Costs - Support Services and Lease/Rental Costs June/July 2016	1,185.35
EFT34690	09/06/2016	GHD PTY LTD	Phase 1 Planning and Preliminary Design Tom Price Industrial Sub-division	20,817.50
EFT34691	09/06/2016	HITACHI LTD	Machinery repairs and maintenance - parts	630.17
EFT34692	09/06/2016	IF FOUNDATION	Facilitation fee for the Onslow School Holiday Program 11th and 12th April 2016	2,200.00
EFT34693	09/06/2016	IBIS STYLES - PORT HEDLAND	Accommodation for Nathan Benson and Brenton Hall attending the Regional Road Group Meeting on 25.06.16 - 26.06.16	239.00
EFT34694	09/06/2016	J BLACKWOOD & SON PTY LTD	2 Pairs of staff safety boots	290.29

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34695	09/06/2016	JAPANESE TRUCK & BUS SPARES	Machinery repairs and maintenance - Purchase of parts	30.85
EFT34696	09/06/2016	JB HIFI	Purchase of AV equipment - Community Development	1,045.00
EFT34697	09/06/2016	JR & A HERSEY PTY LTD	Staff uniform orders	356.18
EFT34698	09/06/2016	KHB MOBILE MECHANICAL PTY LTD	Vehicle repairs and maintenance	1,524.12
EFT34699	09/06/2016	KOMATSU AUSTRALIA PTY LTD	Machinery repairs and maintenance - Purchase of parts	109.36
EFT34700	09/06/2016	LIND CONSULTING	Governance and Policy Consultation for June 2016	650.00
EFT34701	09/06/2016	LJ HOOKER SETTLEMENTS	Registration fee for surrender of Easement on Lot 16 Onslow Road, Onslow	204.00
EFT34702	09/06/2016	LO-GO APPOINTMENTS	Consultant Town Planner and Caravan Park Managers wages for week ending 21st and 28th May 2016	9,315.22
EFT34703	09/06/2016	M&L AUSTRALIA	1 x Engraving of badge for Cr Peter Foster	9.65
EFT34704	09/06/2016	MARKETFORCE PRODUCTIONS	Advertising in the Western Australian 04.05.16 Notice of Annual General Meeting of Electors	356.21
EFT34705	09/06/2016	MECHANICAL PROJECT SERVICES	Testing of hot water unit and associated works - Onslow Airport Camp	297.00
EFT34706	09/06/2016	MICHEN PTY LTD	Solar lighting for the Tom Price Kennelling Facility	565.00
EFT34707	09/06/2016	MODERN TEACHING AIDS PTY LTD	Books for the Onslow Library	295.64
EFT34708	09/06/2016	NORTH TOM PRICE PRIMARY SCHOOL	Annual School Donation	1,141.50
EFT34709	09/06/2016	NORWEST REFRIGERATION SERVICES	Air Conditioner installation and repairs to staff housing	2,913.10
EFT34710	09/06/2016	NOY INDUSTRIES T/AS PRO SCARE	Broadband Pro Bird Deterrent for Onslow Airport	920.77
EFT34711	09/06/2016	ONSITE RENTAL GROUP OPERATIONS (WA)	Hire of Genset for fuel tank for June Onslow Airport Camp	2,145.62
EFT34712	09/06/2016	ONSLow BEACH RESORT	Onslow Keepers- March Morning Tea at Onslow Beach Resort for Keepers	400.00
EFT34713	09/06/2016	ONSLow LAUNDRY SERVICE	Laundry service for Ocean View Caravan Park, Onslow for the month of May 2016	651.86
EFT34714	09/06/2016	ONSLow SUN CHALETS	1 nights accommodation 2 x 2 bedroom unit Onslow Sun Chalets for Steady Eddy and his crew 15-16th July 2016	490.00
EFT34715	09/06/2016	PARABURDOO IGA	Consumables for PMG and PGC Meetings and for the Paraburdoo Project Office	148.87
EFT34716	09/06/2016	PARABURDOO PRIMARY SCHOOL	Annual School Donation	1,126.70
EFT34717	09/06/2016	PASCAL PRESS	Books for the Tom Price Visitors Centre	1,831.87
EFT34718	09/06/2016	PILBARA CLEANING	Staff housing - monthly garden maintenance	2,233.00
EFT34719	09/06/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	RFT 18-16 Toilet, kitchen and Change Room upgrade Minna Oval	160,863.54
EFT34721	09/06/2016	PILBARA MOTOR GROUP	Vehicle repairs and maintenance	3,104.35
EFT34722	09/06/2016	PILBARA REGIONAL COUNCIL	SHREP Training for 6 attendees Procured by PRC	8,910.00
EFT34723	09/06/2016	RAY WHITE EXMOUTH	Shire housing Onslow - Rent for June/July 2016	17,034.55
EFT34724	09/06/2016	ROBERT STONE	Reimbursement for purchase of toasters, kettles and a television for the Ocean View Caravan park	320.00
EFT34725	09/06/2016	ROYAL LIFE SAVING SOCIETY - WA	Consumables for Tom Price Pool	138.50
EFT34726	09/06/2016	ROZWAY SIGNS	Signage for water spray park fence - in pictures so that children can understand the restrictions, new sign for the Paraburdoo Depot	962.50
EFT34727	09/06/2016	SAFETY DIRECT SOLUTIONS	First Aid Course (public attendance)	2,100.00
EFT34728	09/06/2016	SAVANNAH ENGINEERS	Repair and modify spare wheel carrier	2,447.50
EFT34729	09/06/2016	SETON AUSTRALIA	Cleaning equipment for Tom Price	39.40
EFT34730	09/06/2016	SHERIDAN'S FOR BADGES	1 x Plastic Laminate Plate for Lynnette O'Reilly for Council Meetings	59.51
EFT34731	09/06/2016	SIGMA CHEMICALS	Chemicals for Paraburdoo Pool	118.25
EFT34732	09/06/2016	SOUTH WEST FIRE SOLUTIONS	Accommodation for workers at Airport Camp and purchase of Fire Extinguisher Boxes for Ocean View Caravan Park	2,612.30
EFT34733	09/06/2016	ST JOHN AMBULANCE - ONSLOW	Wall Mounted 1st aid kit for Onslow MPC	220.00
EFT34734	09/06/2016	STAPLES AUSTRALIA PTY LIMITED	Purchase of Stationery, all sites	530.37
EFT34735	09/06/2016	STEWART & HEATON CLOTHING CO P/L	3 x clip on Bush Fire Tie	81.81
EFT34736	09/06/2016	TENDERLINK.COM	Advertising - RFQ 15. 16 Swimming Pools Lightning Protection Works 06.04.16 and RFQ 21.16 Onslow Second Avenue Kerb and Footpath 29.04.16	330.00
EFT34737	09/06/2016	THA CONSULTING	Onsite Event Management Training 10-11th May 2016.	2,702.70
EFT34738	09/06/2016	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Records Coordinator and Leading Hand advertising	2,805.00
EFT34739	09/06/2016	TOLL IPEC PTY LTD	Freight charges	11.11
EFT34740	09/06/2016	TOM PRICE BETTA HOME LIVING	Euroclean washing machine for Transit house - 27 Willow Road Tom Price	1,114.00
EFT34741	09/06/2016	TOM PRICE CENTRAL PRIMARY SCHOOL	Annual School Donation for Tom Price Primary School	1,144.80
EFT34742	09/06/2016	TOM PRICE DRIVE IN	Easter movie Drive - In	1,000.00
EFT34743	09/06/2016	TOM PRICE HOTEL MOTEL	Accommodation for Pieter Berger - Working in Tom Price with Brenton	736.00
EFT34744	09/06/2016	TOM PRICE SENIOR HIGH SCHOOL	Annual School Donation for Tom Price Senior High School	1,307.00
EFT34745	09/06/2016	TOM PRICE TYREPRO	Vehicle repairs and maintenance	1,806.80
EFT34746	09/06/2016	TOM PRICE TYRES	Vehicle repairs and maintenance - Tyres	300.00
EFT34747	09/06/2016	TOTAL AMS PTY LTD	Galvanized and painted Posts for Fire Extinguishers - Ocean View Caravan Park	891.00
EFT34748	09/06/2016	VANESSA AUSTRALIA	Jewellery for Tom Price Visitors Centre	1,451.40
EFT34749	09/06/2016	VISIMAX SAFETY PRODUCTS	Dog Bags and Dog Bag Dispensers - Ranger Services	1,333.70
EFT34750	09/06/2016	VISION SAFE PTY LTD	Uniforms and staff PPE - Hats for Depot staff	746.90
EFT34751	09/06/2016	WALGA - WA LOCAL GOV. ASSOC.	Training for Lee Reddell - Emergency Management Preparation and Manage Recovery Activities	1,199.00
EFT34752	09/06/2016	WEX AUSTRALIA (MOTORPASS)	Fuel Tom Price	1,116.43
EFT34753	09/06/2016	WURTH AUSTRALIA	Vehicle repairs and maintenance	1,489.53
EFT34763	16/06/2016	ABCO PRODUCTS	Purchase of cleaning products Tom Price and Paraburdoo	1,247.06
EFT34764	16/06/2016	ALL INTERACTIVE DISTRIBUTION	Purchase of new stock for Tom Price Library	344.33
EFT34765	16/06/2016	ANITTEL PTY LTD	Purchase of a Laptop Display converter and cables	433.18
EFT34766	16/06/2016	APRA - AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Licence fees 01.06.16 - 31.08.16 for Tom Price, Paraburdoo & Onslow	253.87

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34767	16/06/2016	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Shire Debt Collection	2,042.16
EFT34768	16/06/2016	AUSTRALIAN TAXATION OFFICE- PAYG	Monthly PAYG withholding for large withholders May 2016	356,821.00
EFT34769	16/06/2016	BELINDA MORTLOCK	Voucher for Volunteer of the Month - Paraburdoo	25.00
EFT34770	16/06/2016	BLOCKBUSTER MORLEY -EMPIRE CITY	Purchase of DVD's for the Onslow library	220.00
EFT34771	16/06/2016	BOB WADDELL CONSULTANTS	Assistance with Asset processing and balancing	1,707.75
EFT34772	16/06/2016	BOC GASES	Staff Protective Equipment	448.36
EFT34773	16/06/2016	BOLINDA PUBLISHING PTY LTD	Books for Onslow Library	94.06
EFT34774	16/06/2016	BUNNINGS GROUP	Purchase of paint, BBQ and BBQ accessories for Paraburdoo Swimming Pool	736.56
EFT34775	16/06/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Various repairs and maintenance works Tom Price	7,227.00
EFT34776	16/06/2016	CARDNO	Onslow Drainage Infrastructure Assessment and Stormwater Infrastructure Analysis	14,822.50
EFT34777	16/06/2016	CLEVERPATCH PTY LTD	Craft supplies for Pannawonica and Onslow Library, Tom Price and Paraburdoo July School Holiday Programs	1,995.73
EFT34778	16/06/2016	COCA-COLA AMATIL (AUST) PTY LTD	Drinks for Tom Price Visitor Centre	476.07
EFT34779	16/06/2016	CRAVE JUICE BAR	Catering for the OD Team building day.	144.00
EFT34780	16/06/2016	DAVID GRAY & COMPANY	Purchase of Rubbish Bins	7,603.20
EFT34781	16/06/2016	DIRECT TRADES SUPPLY PTY LTD	Parts for Reticulation repairs - Depot	112.24
EFT34782	16/06/2016	E & MJ ROSHER PTY LTD	Machinery repairs and maintenance	410.60
EFT34783	16/06/2016	ELEANOR LUKALE	Tourism images for Shire of Ashburton tourism promotion projects	100.00
EFT34784	16/06/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Paraburdoo ANZAC Day catering costs	165.00
EFT34785	16/06/2016	ESS THANLANYJI P/L	Meals for Raelene Igoti and Tanya Jones attending training	169.02
EFT34786	16/06/2016	FIRE RESCUE SAFETY AUSTRALIA	Purchase of 8 Headlamps for the Tom Price SES	1,100.00
EFT34787	16/06/2016	FUJI XEROX AUSTRALIA PTY LTD	Printing Support Services April and May 206	9,102.14
EFT34788	16/06/2016	HITECH SPORTS PTY LTD	Service and complete safety check on basketball backdrops & Travel costs	1,985.50
EFT34789	16/06/2016	HQ MANAGEMENT	Project Management fees for - Onslow Multipurpose Courts, Paraburdoo Child Care Centre, Ocean View Caravan Park, Onslow Airport Civils Package and Onslow Airport Terminal	47,768.59
EFT34790	16/06/2016	IBN CORPORATION PTY LTD	Cleaning of the Tom Price/Paraburdoo Halfway Bridge toilet and building - May 2016	4,528.37
EFT34791	16/06/2016	ICONIC WATER SOLUTIONS PTY LTD	Routine Management of the Waste Water Treatment Plant, Onslow Airport	8,258.25
EFT34792	16/06/2016	ISS INTEGRATED SERVICES Pty Ltd	Fuel - Pannawonica	120.89
EFT34793	16/06/2016	ISS INTERGRATED SERVICES PTY LTD	Purchase of Consumables/Supplies from Pannawonica Supermarket for Shire	311.73
EFT34794	16/06/2016	JENNIFER WITHERS	Reimbursement for purchase of Iron on t-shirt transfers - Up-Cycling Sessions in Paraburdoo	103.65
EFT34795	16/06/2016	JESSICA CHAN	Reimbursement of lost book that has now been found - Paraburdoo Library	9.20
EFT34796	16/06/2016	JR & A HERSEY PTY LTD	Poly Spreader for the fertilisation of ovals and surrounds Onslow	1,270.50
EFT34797	16/06/2016	JUMP MARKETING AND BUSINESS SOLUTIONS	Reimbursement of return flight for Merry Robertson - Perth to Paraburdoo for Workshop Presentation 10th - 12th May 2016	1,235.00
EFT34798	16/06/2016	LIND CONSULTING	Governance and Policy Consultation for June 2016	520.00
EFT34799	16/06/2016	LJ HOOKER SETTLEMENTS	Settlement Agent Fees (Petties, searches, enquiries, Fees for land purchase	1,222.50
EFT34800	16/06/2016	LO-GO APPOINTMENTS	Consultant Planning Officer wages for week ending 04.06.16	3,072.30
EFT34801	16/06/2016	LYNNETTE O'REILLY	Reimbursement of the cost of fuel paid by Lynnette O'Reilly after attending the Pilbara District Leadership Group in Roebourne 02.06.16	136.53
EFT34802	16/06/2016	MARKETFORCE PRODUCTIONS	Advertising for the Shire	1,207.22
EFT34803	16/06/2016	MERCURE HOTEL PERTH	1 Night accommodation at the Mercure Perth for CEO Neil Hartley	180.00
EFT34804	16/06/2016	MICHAEL DUNNE - MOWER MAN	Garden maintenance for Shire properties in Pannawonica	294.00
EFT34805	16/06/2016	MOORE STEPHENS	Provision of Long Term Financial Planning Service and Royalties for Regions End of Life Acquittal for Tom Price Sporting Precinct	10,379.05
EFT34806	16/06/2016	MUZZYS HARDWARE	Purchase of various hardware items	5,074.55
EFT34807	16/06/2016	McLEODS	Legal advice requirement for Local Government Planning Approval	3,850.00
EFT34808	16/06/2016	NTC CONTRACTING	Consultancy Services to assist with apron pavement issues at Onslow Airport	561.00
EFT34809	16/06/2016	OFFICE CHOICE MALAGA	Purchase of stationery items	153.25
EFT34810	16/06/2016	ONSITE RENTAL GROUP OPERATIONS (WA)	Hire of equipment for Onslow Airport Camp May 2016	9,888.71
EFT34811	16/06/2016	ONSLow BEACH RESORT	Catering- Onslow Keepers Morning Tea and Community Development morning tea 25.05.16	501.50
EFT34812	16/06/2016	ONSLow GENERAL STORE	Purchase of Consumables/Supplies for Onslow Office	2,692.06
EFT34813	16/06/2016	ONSLow PRIMARY SCHOOL	Annual School Donation	1,085.30
EFT34814	16/06/2016	ONSLow VISITORS CENTRE	Onslow Pipeline June 2016 advertisement- Snake Handler Wanted, Full Colour	20.00
EFT34815	16/06/2016	OUR COMMUNITY PTY LTD	Renewal of Our Community Annual Subscription	400.00
EFT34816	16/06/2016	PACIFIC BIOLOGICS PTY LTD	Equipment for Mosquito Larva control	4,366.78
EFT34817	16/06/2016	PANNAWONICA PRIMARY SCHOOL	Annual School Donation	1,071.70
EFT34818	16/06/2016	PARABURDOO IGA	Purchase of items for programs run at the Tom Price Library and refreshments for Paraburdoo Library	158.65
EFT34819	16/06/2016	PERTH AUDIOVISUAL - ROYAL PRIDE PTY LTD	Purchase of a Lectern and Wireless held Microphone, headset and Stand for Community Services Tom Price	5,346.44
EFT34820	16/06/2016	PETER FOSTER	Councillor Travel Reimbursement -travel from Onslow to Tom Price	1,083.40
EFT34821	16/06/2016	PETER MULCAHY	Refund kennel Fees - Kennelling for 3 days	48.00
EFT34822	16/06/2016	PIETER BURGER	Reimbursement for Accommodation at Windawarri Lodge for Pieter 27.04.16 - 29.04.16 and 07.06.16 - 10.06.16 while working in Tom Price	1,050.00

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34823	16/06/2016	PILBARA FOOD SERVICES P/L	Purchase of Coffee and sugar for Paraburdoo Depot	87.70
EFT34824	16/06/2016	PILBARA INDUSTRIES ELECTRICAL PTY LTD	Fault finding with manufacturer to diagnose minimum threshold fault on pumps - South Street Bore Station	396.00
EFT34825	16/06/2016	PINDAN CONTRACTING PTY LTD	Progress Claim number 9 - Paraburdoo Childcare Centre and Progress number 2 -Onslow Aquatic and Recreation Centre	1,033,104.09
EFT34826	16/06/2016	PORT PRINTING WORKS	Purchase of new library reservation notices and overdue notices for all Shire libraries	1,269.09
EFT34827	16/06/2016	RAECO INTERNATIONAL PTY LTD	Purchase of supplies for Tom Price Library	553.91
EFT34828	16/06/2016	ROZWAY SIGNS	New signs with bay numbers for Ocean View Caravan Park	924.00
EFT34829	16/06/2016	SOUTH WEST FIRE SOLUTIONS	6 monthly portable fire equipment inspections Onslow sites	108.79
EFT34830	16/06/2016	ST JOHN AMBULANCE TOM PRICE	Purchase of off-road black first aid kits for Shire vehicles	370.00
EFT34831	16/06/2016	STAPLES AUSTRALIA PTY LIMITED	Various stationery items	1,686.06
EFT34832	16/06/2016	TAHI MORTON	Reimbursement for Purchase of food (6 meat pies) for food sampling from Beadon Bay Hotel Onslow	48.00
EFT34833	16/06/2016	TALIS CONSULTANTS PTY LTD	Provision of consultancy services for the Onslow Waste Management Facility	6,975.87
EFT34834	16/06/2016	TAYLOR BURRELL BARNETT	RTF 08/16 Local Planning Strategy for Shire of Ashburton Stage 1 Project Inception Meeting	5,500.00
EFT34835	16/06/2016	TENDERLINK.COM	Advertising - RFT 09/16 Construction of Concrete Footpaths and Associated Works 05.04.16, RFT 14/16 Design and Construction of Onslow Skate Park 11.05.16	330.00
EFT34836	16/06/2016	THERESE CLARKE	Reimbursement for the purchase of cleaning products	15.96
EFT34837	16/06/2016	TOLL IPEC PTY LTD	Freight charges	1,456.34
EFT34838	16/06/2016	TRANSAIR TWO WAY RADIO	Repair of VHF radio 2 x batteries - Onslow Airport	278.96
EFT34839	16/06/2016	VIVA ENERGY AUSTRALIA LTD	Shire wide fuel	12,028.58
EFT34840	16/06/2016	WATER CORPORATION	Water usage March - June 2016	8,961.40
EFT34841	17/06/2016	PINDAN CONTRACTING PTY LTD	Payment of progress claim number 6 Onslow Multipurpose Courts	829,060.38
EFT34842	17/06/2016	STAFF MEMBER	Manual re-entry of Salary due to bank bounce back	3,791.10
EFT34843	20/06/2016	WOOLLAM CONSTRUCTION	RFT 31/14 - Payment Certificate 12 and 13 for Onslow Shire Complex	2,470,009.61
EFT34844	27/06/2016	ABCO PRODUCTS	Purchase of cleaning products	1,925.20
EFT34845	27/06/2016	ACT DESIGN	Painting for Rear office and Kitchen in Paraburdoo Library	1,963.00
EFT34846	27/06/2016	AERODROME MANAGEMENT SERVICES PTY LTD	RFT 37/14 Supply of labour for Passenger Security Screening at Onslow Airport from 9th May - 5th June 2016, ASIC card for various people	72,581.73
EFT34847	27/06/2016	ALL INTERACTIVE DISTRIBUTION	Purchase of Maps for Libraries	511.41
EFT34848	27/06/2016	ALL SEASONS HOTEL NEWMAN	Accommodation for Cr Kerry White, Cr Glen Dellar and CEO Neil Hartley to attend the PRC Meeting in Newman 15.06.16 - 17.06.16	1,092.50
EFT34849	27/06/2016	ALLIED PICKFORDS WA	Relocation for new Technical Officer to Tom Price	9,999.00
EFT34850	27/06/2016	ALLPEST - ROL-WA LTD	Rat and mice treatment at the Chicken Enclosure at the Shire Depot	275.00
EFT34851	27/06/2016	ALLTRACK WA PTY LTD	RFQ 01.16 Reform Road Profile - Twitchen Road	168,085.50
EFT34852	27/06/2016	AMAR AUTO ELECTRICS	Vehicle repairs and maintenance	1,845.80
EFT34853	27/06/2016	ANGLERS WAREHOUSE	Type 2 approved Life Jackets for use in unprotected waters- Community Development Programs	3,475.00
EFT34854	27/06/2016	APV VALUERS & ASSET MANAGEMENT	RFQ 20.16 Fair Value Plant and Equipment for Tom Price	1,386.00
EFT34855	27/06/2016	AUSTRALIA POST	Postal Charges for period ending May 2016	1,491.45
EFT34856	27/06/2016	AUSTRALIAN TAXATION OFFICE	BAS Payment for May 2016 - GST Payable	254,364.00
EFT34857	27/06/2016	BENNETTS CURTAIN SHOP	Blinds for the Onslow Depot and Onslow Waste Site	1,220.75
EFT34858	27/06/2016	BLACKWOODS PTY LTD	Various purchases of Staff Uniforms and protective gear	1,103.61
EFT34859	27/06/2016	BOB WADDELL CONSULTANTS	Assistance with End of Financial Year Accounting	2,487.38
EFT34860	27/06/2016	BOLINDA PUBLISHING PTY LTD	Purchase of books for the Onslow Library	57.42
EFT34861	27/06/2016	BRIDGETOWN DESIGN AND PRINTING	Designing, editing and purchasing images for the flyers for the following events in all three towns - School holiday program, Naidoc Day, Maggie Dent flyer and Artwork for the Monthly Ashburton Newsletter	1,430.00
EFT34862	27/06/2016	BUCHER MUNICIPAL	RFQ 2.16 - Purchase of a Truck Mounted Road Sweeper and purchases of parts	385,039.90
EFT34863	27/06/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Various repairs and maintenance works Tom Price/Paraburdoo	4,135.78
EFT34864	27/06/2016	CANBERRA RUBBER STAMPS	3 x stamps for Sean Ripley	140.20
EFT34865	27/06/2016	CARROLL & RICHARDSON FLAGWORLD	Tom Price and Paraburdoo NAIDOC Celebration hand-wavers	365.00
EFT34866	27/06/2016	CATERLINK	Purchase of a fridge for Tom Price Visitors Centre	3,553.00
EFT34867	27/06/2016	CCR HOSE & FITTINGS (Zoskar P/L)	Machinery repairs and maintenance	98.95
EFT34868	27/06/2016	CECILIA FERNANDEZ	Councillor Travel reimbursement for Cecilia Fernandez - Onslow Shire Meeting	296.44
EFT34869	27/06/2016	CENTURION TRANSPORT CO PTY LTD	Delivery of rubbish bins	1,362.73
EFT34870	27/06/2016	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Council's Book Council Advertising	40.50
EFT34871	27/06/2016	CITY OF KARRATHA	Regional Library Scheme - Second payment West Pilbara Region 2015 - 2016 - 50% of total	523.55
EFT34872	27/06/2016	CIVIC LEGAL	Shire Legal Expenses	17,510.35
EFT34873	27/06/2016	CLEANAWAY - NATIONWIDE OIL	Collection of waste oil from SOA tip sites (Tom Price, Paraburdoo & Onslow) for the month of June 2016.	334.40
EFT34874	27/06/2016	CLEVERPATCH PTY LTD	Craft items for Paraburdoo and Pannawonica Library Programs	828.74
EFT34875	27/06/2016	COLLINS BOOKSELLER SOUTHLANDS	Purchase of books for the libraries	365.37
EFT34876	27/06/2016	COVS PARTS PTY LTD	Machinery repairs and maintenance	604.42
EFT34877	27/06/2016	CRAVE JUICE BAR	Catering for 7 people for PMG Meeting held on 14 June 2016 at the Council Chambers in Tom Price	107.80
EFT34878	27/06/2016	DAVID WILLS & ASSOCIATES	RFQ 01.16 Engineering Consultancy Services - Paraburdoo Stormwater	1,100.00
EFT34879	27/06/2016	DEBORAH CLEARY	Dog Kennelling Refund	64.00
EFT34880	27/06/2016	DENVER TECHNOLOGY	Purchase of Computer parts and equipment	2,897.66
EFT34881	27/06/2016	DEPARTMENT OF HOUSING	Shire housing - Rent for June 2016	7,920.00
EFT34882	27/06/2016	DICE SOLUTIONS	Onslow Airport - Supply of Pit lids	767.25

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34883	27/06/2016	DINGO DE CONSTRUCTION	RFQ 02-16 -Tom Price Waste Disposal Site - Deepening of Construction Waste Cell	12,210.00
EFT34884	27/06/2016	DIRECT TRADES SUPPLY PTY LTD	Purchase of equipment	241.69
EFT34885	27/06/2016	DREADS	Installation of a new electric hand dryer In the male toilets at the Onslow Airport	1,359.75
EFT34886	27/06/2016	DRILLINE PTY LTD	Transport of water tank from Tom Price to Onslow	2,200.00
EFT34887	27/06/2016	ERTECH PTY LTD	Contract 08/15 Closure Works and Rehabilitation of the Onslow Landfill	178,263.23
EFT34888	27/06/2016	FIRE AND SAFETY WA	Purchase of coats for Bush Fire Brigade	1,859.22
EFT34889	27/06/2016	FOXTEL MANAGEMENT PTY LTD - ONSLOW	Foxtel for Onslow Airport Camp- June 2016	2,337.00
EFT34890	27/06/2016	FRONTLINE FIRE & RESCUE	Name Badges for Tom Price Bush Fire Brigade	189.75
EFT34891	27/06/2016	G&G FURNITURE IMPORTS PTY LTD	Purchase of office furniture	423.50
EFT34892	27/06/2016	GARRARDS PTY LTD	Purchase of chemicals - Aqua K and Vetobac for Mosquito Control	4,703.16
EFT34893	27/06/2016	GUMALA CONTRACTING	Supply 2 x Traffic Controllers	2,381.50
EFT34894	27/06/2016	HESPERIAN PRESS	Books for Onslow Library	203.30
EFT34895	27/06/2016	HITACHI LTD	Machinery repairs and maintenance	1,145.05
EFT34896	27/06/2016	HOYLAKE NOMINEES T/AS MCMAHON BURNETT TRANSPORT	Transport charges	991.28
EFT34897	27/06/2016	ISS INTEGRATED SERVICES Pty Ltd	Pannawonica First Aid Course - catering 02.06.16	119.78
EFT34898	27/06/2016	J BLACKWOOD & SON PTY LTD	Various purchases of consumable/supplies	1,605.46
EFT34899	27/06/2016	JASON SIGNMAKERS	Signs for Paraburdoo Skate Park	456.50
EFT34900	27/06/2016	JOHN BARNES & CO (QLD) PTY LTD	Purchase of staff uniforms/PPE	962.71
EFT34901	27/06/2016	JR & A HERSEY PTY LTD	Purchase of staff uniforms/PPE	902.11
EFT34902	27/06/2016	KAW ENGINEERING PTY LTD	Fabricate ute mounted Dog / Storage cage - Senior Ranger	7,680.20
EFT34903	27/06/2016	KEITH PEARSON	Keith Pearson - Consultancy Fees for period April - May 2016	8,699.90
EFT34904	27/06/2016	KEY2CREATIVE	Design and Artwork for 2 x signage panels for Onslow Community Garden	1,232.00
EFT34905	27/06/2016	KF & PD BURKETT	Grass Cutting/Slashing of Shoulders - Nameless Valley Drive Tom Price and Banjima Drive Karijini, includes provision of traffic and safety management	5,500.00
EFT34906	27/06/2016	KHB MOBILE MECHANICAL PTY LTD	Machinery repairs and maintenance	77.00
EFT34907	27/06/2016	KRISTINE HARDING	Reimbursement for purchase of supplies	24.75
EFT34908	27/06/2016	L-3 COMMUNICATIONS AUSTRALIA PTY LTD	Items for Screening Operations Onslow Airport	954.80
EFT34909	27/06/2016	LANDGATE (VALUER GENERAL)	Rural UV General Revaluation 2015/16, Gross Rental and Mining Tenement Valuations	3,512.93
EFT34910	27/06/2016	LANDMARK	Supply 2 Daintree table and bench settings with bolt down legs	39,446.00
EFT34911	27/06/2016	LESTOK TOURS PTY LTD	Bus travel for various FIFO staff	930.00
EFT34912	27/06/2016	LIND CONSULTING	Governance and Policy Consultation for June 2016	650.00
EFT34913	27/06/2016	LJ HOOKER	New Shire Property - Ingoing Rental Invoice Bond 4 x weeks rent and 2 weeks rent	2,100.00
EFT34914	27/06/2016	LORRAINE THOMAS	Councillor Travel Expense Claim - Lorraine Thomas - Council Meetings	1,077.38
EFT34915	27/06/2016	MARKETFORCE PRODUCTIONS	Advertising - RFT 13.16 Design, Fabricate and Install Weighbridge Facility and Operations Building Tom Price 07.05.16, RFT 14/16 Onslow Skate Park 11.05.16, RFT 11/16 Supply and Install new Air Conditioning units Tom Price Administration Building 25.05.16	1,658.25
EFT34916	27/06/2016	MAXXIA PTY LTD	Payroll deductions	2,136.14
EFT34917	27/06/2016	MECHANICAL PROJECT SERVICES	Mechanical repairs and maintenance	2,325.40
EFT34918	27/06/2016	MERCURE HOTEL PERTH	Accommodation for CEO Neil Hartley 09.06.16 - 10.06.16	180.00
EFT34919	27/06/2016	MICHELLE LEWIS	Reimbursement for payments made for Certificate IV in Accounting and Diploma of Accounting	687.76
EFT34920	27/06/2016	MURRAY RIVER NORTH/TR HOMES	Payment for Progress claim No: 7 - Supply and install of modular buildings Onslow Caravan Park	161,384.45
EFT34921	27/06/2016	NEOWEST BUILDING CO	RFQ 13.15 Major refurbishment at 1004 Marradong Way, Tom Price	135,136.11
EFT34922	27/06/2016	NORTH REGIONAL TAFE	Use Business Technology course for Melissa Raffan, Tegan Penski & Shelley-Anne Heelan	495.60
EFT34923	27/06/2016	NORWEST REFRIGERATION SERVICES	Air Conditioner Repairs Tom Price Administration Building and staff housing	3,078.10
EFT34924	27/06/2016	OCLC (UK) LTD	Annual Fee for Library Software System- 01.07.16 - 30.06.17	3,533.66
EFT34925	27/06/2016	OFFICE CHOICE MALAGA	Purchase of stationery items	1,620.54
EFT34926	27/06/2016	ONSLOW BEACH RESORT	2016 April School Holidays - 2 nights accommodation for Felicity Kelly from Parks & Wildlife 18.04.16 - 20.04.16	700.00
EFT34927	27/06/2016	ONSLOW LABOUR HIRE	Onslow Keepers- Catering by NTC for February's morning tea held at the Onslow Sports Club 3rd February 2016	165.00
EFT34928	27/06/2016	PACIFIC BIOLOGICS PTY LTD	Purchase of equipment and chemicals for Mosquito control - Onslow	6,904.32
EFT34929	27/06/2016	PARABURDOO IGA	Purchase of items for Programs at Paraburdoo Library and refreshments for Jump Marketing Workshops 10-11th May 2016	310.81
EFT34930	27/06/2016	PATHOLOGY WEST - NSW HEALTH PATHOLOGY	Mosquito Management Plan Review	3,685.00
EFT34931	27/06/2016	PEGI WILLIAMS BOOK SHOP	Purchase of items for Onslow Library	13.50
EFT34932	27/06/2016	PILBARA FOOD SERVICES P/L	Various purchases of consumable/supplies	458.79
EFT34933	27/06/2016	PILBARA HEALTH NETWORK	Pre Employment Medical Check for new staff member	59.35
EFT34934	27/06/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	Various repair and maintenance works Tom Price/Paraburdoo	8,785.91
EFT34935	27/06/2016	PILBARA INDUSTRIES ELECTRICAL PTY LTD	Various Electrical repair and maintenance works Tom Price/Paraburdoo	15,458.30
EFT34936	27/06/2016	PILBARA PORTS AUTHORITY	Lease of office space 16 Parliament Place for June 2016	1,544.21
EFT34937	27/06/2016	PILBARA REGIONAL COUNCIL	Land De-Constraint Leveraged Funds- Lazy Lands Project	85,555.25
EFT34938	27/06/2016	POOLMART KARRATHA	6 bags salt for pump room MPC Onslow	72.00
EFT34939	27/06/2016	PRIME CIVIL PTY LTD	Payment certificate No:4 Ocean View Caravan Park	444,872.73
EFT34940	27/06/2016	QUALITY PRESS	Business cards for Shire staff	1,217.70
EFT34941	27/06/2016	RIO TINTO - PILBARA IRON COMPANY SERVICES	Service connections for Paraburdoo Childcare Centre	140,820.00

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT34942	27/06/2016	ROYAL WOLF TRADING	Transportable accommodation Hire for May 2016 - Onslow Airport Camp	65,016.77
EFT34943	27/06/2016	ROZWAY SIGNS	Signs for Onslow Waste Transfer Station, Tom Price Waste Site and Tom Price Swimming Pool	1,094.50
EFT34944	27/06/2016	RPS GROUP	Onslow Community Boating Precinct Business Case	27,236.00
EFT34945	27/06/2016	SEEK LIMITED	Online advertising for May/June 2016	289.30
EFT34946	27/06/2016	SENSATIONAL STILTWALKING, STORIES AND SILLINESS	Tom Price - Story in the Park Event	1,138.50
EFT34947	27/06/2016	SETON AUSTRALIA	Purchase of cleaning products	900.42
EFT34948	27/06/2016	SGS	Waste Water Transfer sample testing for Onslow Airport	865.92
EFT34949	27/06/2016	SIGMA CHEMICALS	Purchase of chemicals- Paraburdoo Pool	469.70
EFT34950	27/06/2016	SIGNSWEST	New striping on Ranger Vehicle	132.00
EFT34951	27/06/2016	SLATER-GARTRELL SPORTS	Replace Tennis Club nets- Onslow	897.60
EFT34952	27/06/2016	ST JOHN AMBULANCE TOM PRICE	Registration for Lee Reddell- Designated First Aider Onslow Business house	145.00
EFT34953	27/06/2016	STEWART & HEATON CLOTHING CO P/L	Purchase of uniforms for SES and Bush Fire Brigade staff	462.94
EFT34954	27/06/2016	T-QUIP	Purchase of Sweeper Parts	621.95
EFT34955	27/06/2016	TALIS CONSULTANTS PTY LTD	DER Annual Reporting and Analysis, reporting and sampling of gas and water at Onslow Waste Transfer Station, Onslow Landfill Closure, Tom Price Site Development Plan	23,080.48
EFT34956	27/06/2016	TENDERLINK.COM	Advertising - RFQ 22.16 -Printers, RFQ 27.16 Supply and install new patio - Cassia Street Tom Price, RFQ26.16 Term 3 Program for Onslow Youth	495.00
EFT34957	27/06/2016	THALANYJI SERVICE STATIONS	Onslow Fuel	2,170.49
EFT34958	27/06/2016	THE WORKWEAR GROUP - NEAT AND TRIM	Staff uniform purchases	976.82
EFT34959	27/06/2016	THRIFTY CAR RENTAL	Car Hire for Cr Cecilia Fernandez and Cr Lorraine Thomas to travel to the Ordinary Meeting of Council 24 May 2016 Onslow	308.58
EFT34960	27/06/2016	TOLL EXPRESS	Freight charges	121.75
EFT34961	27/06/2016	TOLL IPEC PTY LTD	Freight charges	2,995.29
EFT34962	27/06/2016	TOM PRICE BETTA HOME LIVING	Purchase of a fridge/freezer and Milk Frother for Tom Price Library	953.95
EFT34963	27/06/2016	TOM PRICE TYREPRO	Vehicle repairs and maintenance	19,170.30
EFT34964	27/06/2016	TOM PRICE TYRES	Vehicle repairs and maintenance	334.10
EFT34965	27/06/2016	TOXFREE AUSTRALIA PTY LTD	RFT 05/15 Haulage - Transportation of Waste from Onslow Transfer Station to Tom Price Landfill May 2016	47,753.10
EFT34966	27/06/2016	VANESSA AUSTRALIA	Jewellery for the Tom Price Visitors Centre	657.20
EFT34967	27/06/2016	VISION IDZ	Purchase of stationery for Printer	771.10
EFT34968	27/06/2016	WA POULTRY EQUIPMENT	Purchase of equipment for the Sentinel Chicken Program	384.00
EFT34969	27/06/2016	WA RETICULATION SUPPLIES	Reticulation supplies for Paraburdoo	4,995.30
EFT34970	27/06/2016	WANGA MAYA ABORIGINAL LANGUAGE CENTRE	Paraburdoo - NAIDOC Closing Event activities	3,990.00
EFT34971	27/06/2016	WATER 2 WATER	Water Supply for Kitchen in shire office Paraburdoo	69.00
EFT34972	27/06/2016	WATER CORPORATION	Water usage March - June 2016	15,717.22
EFT34973	27/06/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan repayment	13,359.04
EFT34974	27/06/2016	WESTRAC PTY LTD	Machinery repairs and maintenance	1,589.92
EFT34980	30/06/2016	ABCO PRODUCTS	Purchase of cleaning products	1,530.00
EFT34981	30/06/2016	AERODROME MANAGEMENT SERVICES PTY LTD	ASIC cards for Michael Penksi, Michael Taylor and Leonie Stanley-Onslow Airport	630.00
EFT34982	30/06/2016	AIT SPECIALISTS PTY LTD	Fuel Tax Rebate calculations for May 2016	1,041.70
EFT34983	30/06/2016	ALLIED PICKFORDS WA	Relocation of Finance Manager to Tom Price	5,776.36
EFT34984	30/06/2016	ANITTEL PTY LTD	Purchase of Hardware and Software	5,410.19
EFT34985	30/06/2016	ASHBURTON CLEANING SERVICES	Cleaning services at the Onslow Airport for June 2016	2,541.00
EFT34986	30/06/2016	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Shire debt collection for Rates period ending 28.06.16	5,400.57
EFT34987	30/06/2016	BENJAMIN M SHARMAN	1 x Qantas Airfare and Bus transfer from Paraburdoo to Tom Price	359.00
EFT34988	30/06/2016	BLACKWOODS PTY LTD	Purchase of staff uniforms/PPE	406.25
EFT34989	30/06/2016	BLUE FORCE PTY LTD	Preventative Maintenance and monitoring 01.06.16 - 31.08.16	2,016.28
EFT34990	30/06/2016	BUNNINGS GROUP	Plumbing and Reticulation items for Paraburdoo Pool	981.97
EFT34991	30/06/2016	BYBLOS CONSTRUCTIONS-TOM PRICE	Install new vanity to bathroom including splashback tiles and replace shower screen to 565 Brockman Avenue Paraburdoo	5,483.50
EFT34992	30/06/2016	CARDNO	Professional Services rendered for the period ending 25.03.16- Drainage Data Pickup	6,303.00
EFT34993	30/06/2016	CARROLL & RICHARDSON FLAGWORLD	Tom Price and Paraburdoo Anzac Day - Flags and Banners	1,757.00
EFT34994	30/06/2016	CECILIA FERNANDEZ	Councillor Travel expense for 21.06.16 Shire meeting in Paraburdoo	49.42
EFT34995	30/06/2016	CENTURION TRANSPORT CO PTY LTD	Delivery Charges	33.56
EFT34996	30/06/2016	CITY OF KARRATHA	Building Certification services for May 2016	1,990.00
EFT34997	30/06/2016	COLIN MUNRO	Staff housing - rent 27.05.16 - 30.06.16	7,000.00
EFT34998	30/06/2016	COVS PARTS PTY LTD	Purchase of parts	116.42
EFT34999	30/06/2016	CRAWFORD REALTY	Staff housing Rent 13.06.16 - 26.06.16	1,500.00
EFT35000	30/06/2016	DATAKOM SYSTEMS (W.A) P/L	Computer software licencing	62,441.83
EFT35001	30/06/2016	DEBORAH CLEARY	Reimbursement of relocation costs	3,633.00
EFT35002	30/06/2016	DENIS GRUBIC	Rates refund for assessment	741.96
EFT35003	30/06/2016	DENVER TECHNOLOGY	Monthly information Technology Support Services for May 2016	7,825.48
EFT35004	30/06/2016	DEPARTMENT OF HOUSING	Monthly Rent for 27 Pilbara Avenue Paraburdoo 20.06.16 - 19.07.16	1,430.00
EFT35005	30/06/2016	DIRECT OFFICE FURNITURE	New office furniture for Media Department	2,739.00
EFT35006	30/06/2016	DREADS	Repair airside arrivals door frame - Onslow Airport	82.50
EFT35007	30/06/2016	E & MJ ROSHER PTY LTD	Purchase of parts	276.00
EFT35008	30/06/2016	FLEETWOOD PTY LTD	RFT 21/14 Tom Price Depot transportable office building refund of Retention Money	7,603.44
EFT35009	30/06/2016	FMG PILBARA PTY LTD	Rates refund for assessments	3,768.14
EFT35010	30/06/2016	FREELANCE COMMUNICATION PTY LTD	Programming setup of the Sports Pavilion security system (swipe card system)	528.00
EFT35011	30/06/2016	FUJI XEROX AUSTRALIA PTY LTD	Printing - Lease/Rental Agreements	2,335.30
EFT35012	30/06/2016	GHD PTY LTD	Planning and Preliminary Design - Boonderoo Industrial Subdivision Tom Price	933.49

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
EFT35013	30/06/2016	GLOWSTIX AUSTRALIA PTY LTD	Pannawonica - July School Holiday Program - Glow sticks for Family movie night on the 15th July	172.70
EFT35014	30/06/2016	HART SPORT	Hart Basketballs and Rainbow Whistle/Lanyard set - Community Development	1,112.70
EFT35015	30/06/2016	JASON SIGNMAKERS	Help keep the town clean signs	529.10
EFT35016	30/06/2016	KALAMAZOO RESOURCES	Rates refund for assessments	1,438.21
EFT35017	30/06/2016	KEY2CREATIVE	Tom Price Visitors Centre - Building Consultants Fees, Mine/Station map	3,905.00
EFT35018	30/06/2016	KOMATSU AUSTRALIA PTY LTD	Machinery repair and maintenance	647.99
EFT35019	30/06/2016	LINTON RUMBLE	Councillor Uniform	425.00
EFT35020	30/06/2016	LJ HOOKER	New Staff housing - Housing Rentals- Rent 06.06.16 - 05.07.16, Desktop Appraisal of Industrial Lots located on Boonderoo Road Tom Price	45,114.91
EFT35021	30/06/2016	LO-GO APPOINTMENTS	Consultant Planning Officer wages for week ending 11.08.16 and 18.06.16	5,815.43
EFT35022	30/06/2016	MAXXIA PTY LTD	Payroll deductions	2,136.14
EFT35023	30/06/2016	MCMULLEN NOLAN GROUP	Survey of re-aligned boundary and preparation of a Deposited Plan to rationalize the boundary at Ocean View Caravan Park, Onslow	6,264.50
EFT35024	30/06/2016	NORTHERN STAR RESOURCES PTY LTD	Rates refund for assessment	341.87
EFT35025	30/06/2016	NORWEST REFRIGERATION SERVICES	Various repair and maintenance works	4,619.26
EFT35026	30/06/2016	OFFICE CHOICE MALAGA	Stationery items for Paraburdoo Library and Administration	1,301.84
EFT35027	30/06/2016	ONSLow BEACH RESORT	Supply of catering for 25 people - Onslow Multi-Purpose Centre 24.05.16	625.00
EFT35028	30/06/2016	PARABURDOO PRIMARY SCHOOL P&C	Small Assistance donation towards the Paraburdoo Family Fete held 25.06.16	500.00
EFT35029	30/06/2016	PARABURDOO VOLUNTEER FIRE AND RESCUE SERVICE	Community Support Grant towards the cost of CCTV Cameras and swipe access to the Station	2,500.00
EFT35030	30/06/2016	PEGI WILLIAMS BOOK SHOP	Purchase of books for Onslow library	202.34
EFT35031	30/06/2016	PETER FORRESTER	Refund of Tourist Site for Ocean View Caravan Park	40.00
EFT35032	30/06/2016	PILBARA FOOD SERVICES P/L	Purchase of supplies/consumables	211.60
EFT35033	30/06/2016	PILBARA INDUSTRIES CONSTRUCTION & MAINTENANCE	Various repair and maintenance works Tom Price/Paraburdoo	9,857.24
EFT35034	30/06/2016	PILBARA INDUSTRIES ELECTRICAL PTY LTD	Various Electrical repair and maintenance works Tom Price/Paraburdoo	13,414.50
EFT35035	30/06/2016	PILBARA MOTOR GROUP	Purchase of a Toyota Prado Kakadu - CEO Vehicle and monthly purchase of parts	75,827.45
EFT35036	30/06/2016	RIO TINTO- PILBARA IRON COMPANY SERVICES	Land DE constraining Project - Lot 314 Tom Price - Electrical Substation installation	572,220.00
EFT35037	30/06/2016	ROZWAY SIGNS	Purchase of security signs for the Airport, Give way sign for Blackspot - Second Avenue Onslow Road	1,474.90
EFT35038	30/06/2016	SAS LOCKSMITHS	Padlocks keyed for Tom Price Depot and keys cut for the Soccer club	973.60
EFT35039	30/06/2016	SIGMA CHEMICALS	Pool Magic Phosphate Remover - Paraburdoo Pool	1,038.10
EFT35040	30/06/2016	ST JOHN AMBULANCE TOM PRICE	First Aid Course for Shire staff	1,305.00
EFT35041	30/06/2016	SYBA SIGNS	Signage for the Pannawonica Library and Internal Signage for the Tom Price Library	2,232.51
EFT35042	30/06/2016	TECHNOLOGY ONE LTD	Purchase of a Rugged computer Tablet, USB and Software - Asset Management	9,009.00
EFT35043	30/06/2016	TENDERLINK.COM	Advertising - RFQ 23. 16 July School Holiday Program 02.04.16, RFQ 19.16 Installation of Waste Software and Hardware , Air Conditioning at Tom Price Administration office and RFT 13/16 Design, Fabricate and Install Weighbridge Facility	825.00
EFT35044	30/06/2016	THOMAS GRUBIC	Rates refund for Assessment	496.05
EFT35045	30/06/2016	TRACEY BOLLAND	Monthly rent payment for rental property at 5B Maunsell Corner Onslow 01.07.16 - 31.07.16	6,500.00
EFT35046	30/06/2016	WATER FEATURES BY DESIGN PTY LTD	Repairs and maintenance for water Feature in Town Centre Tom Price	32,956.00
EFT35047	30/06/2016	WESTRAC PTY LTD	Purchase of parts	93.17
Total				9,517,845.41

Superannuation Payments

DD9717.1	14/06/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	39,193.48
DD9717.2	14/06/2016	REI SUPER	Superannuation contributions	584.62
DD9717.3	14/06/2016	TELSTRA SUPER PTY LTD	Superannuation contributions	264.63
DD9717.4	14/06/2016	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,314.49
DD9717.5	14/06/2016	COLONIAL FIRST STATE FIRSTCHOICE SUPERANNUATION	Superannuation contributions	432.54
DD9717.6	14/06/2016	IOOF SUPERANNUATION	Payroll deductions	1,894.51
DD9717.7	14/06/2016	BT BUSINESS SUPER	Superannuation contributions	135.22
DD9717.8	14/06/2016	UNISUPER	Payroll deductions	744.72
DD9717.9	14/06/2016	ASGARD SUPERANNUATION	Superannuation contributions	715.82
DD9782.1	28/06/2016	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	39,885.17
DD9782.2	28/06/2016	REI SUPER	Superannuation contributions	584.62
DD9782.3	28/06/2016	TELSTRA SUPER PTY LTD	Superannuation contributions	264.63
DD9782.4	28/06/2016	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,282.94
DD9782.5	28/06/2016	COLONIAL FIRST STATE FIRSTCHOICE SUPERANNUATION	Superannuation contributions	236.47
DD9782.6	28/06/2016	IOOF SUPERANNUATION	Payroll deductions	1,894.51
DD9782.7	28/06/2016	BT BUSINESS SUPER	Superannuation contributions	136.07
DD9782.8	28/06/2016	UNISUPER	Payroll deductions	595.76
DD9782.9	28/06/2016	ASGARD SUPERANNUATION	Superannuation contributions	710.08
DD9717.10	14/06/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
DD9717.11	14/06/2016	SUPERANNUATION FUND	Payroll deductions	418.48
DD9717.12	14/06/2016	BT PERSONAL SUPER PLAN	Superannuation contributions	96.47
DD9717.13	14/06/2016	HESTA SUPER FUND	Payroll deductions	1,117.64
DD9717.14	14/06/2016	MLC SUPER	Payroll deductions	676.04
DD9717.15	14/06/2016	ONEPATH MASTERFUND	Payroll deductions	1,116.89
DD9717.16	14/06/2016	BT SUPER FOR LIFE	Superannuation contributions	216.36
DD9717.17	14/06/2016	BT SUPER FOR LIFE	Superannuation contributions	202.72
DD9717.18	14/06/2016	BT SUPER FOR LIFE	Superannuation contributions	203.84
DD9717.19	14/06/2016	THE SUPERANNUATION FUND	Payroll deductions	1,014.41
DD9717.20	14/06/2016	BT SUPER FOR LIFE	Payroll deductions	330.24
DD9717.21	14/06/2016	CBUS SUPER	Payroll deductions	632.06
DD9717.22	14/06/2016	MACQUARIE SUPERANNUATION FUND	Superannuation contributions	68.86
DD9717.23	14/06/2016	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	1,885.52
DD9717.24	14/06/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Superannuation contributions	175.38
DD9717.25	14/06/2016	AUSTSAFE SUPER	Superannuation contributions	158.07
DD9717.26	14/06/2016	AMP SUPER DIRECTIONS FUND	Payroll deductions	547.87
DD9717.27	14/06/2016	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	767.77
DD9717.28	14/06/2016	KINETIC SUPERANNUATION LTD	Superannuation contributions	216.36
DD9717.29	14/06/2016	STATEWIDE SUPERANNUATION	Payroll deductions	1,114.23
DD9717.30	14/06/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	1,852.02
DD9717.31	14/06/2016	CARE SUPER PTY LTD	Superannuation contributions	154.49
DD9717.32	14/06/2016	OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,364.43
DD9717.33	14/06/2016	MTAA SUPERANNUATION FUND	Superannuation contributions	230.55
DD9717.34	14/06/2016	AUSTRALIAN SUPER	Payroll deductions	9,142.16
DD9717.35	14/06/2016	Q SUPER	Superannuation contributions	546.95
DD9717.36	14/06/2016	SUNSUPER	Payroll deductions	3,132.65
DD9717.37	14/06/2016	REST SUPERANNUATION	Payroll deductions	4,609.35
DD9717.38	14/06/2016	SUPERFUND	Superannuation contributions	264.63
DD9782.10	28/06/2016	BT SUPER FOR LIFE	Superannuation contributions	228.87
DD9782.11	28/06/2016	THE SUPERANNUATION FUND	Payroll deductions	418.48
DD9782.12	28/06/2016	BT PERSONAL SUPER PLAN	Superannuation contributions	107.74
DD9782.13	28/06/2016	HESTA SUPER FUND	Payroll deductions	1,678.06
DD9782.14	28/06/2016	MLC SUPER	Payroll deductions	676.04
DD9782.15	28/06/2016	ONEPATH MASTERFUND	Payroll deductions	1,147.81
DD9782.16	28/06/2016	BT SUPER FOR LIFE	Superannuation contributions	240.88
DD9782.17	28/06/2016	BT SUPER FOR LIFE	Superannuation contributions	187.74
DD9782.18	28/06/2016	BT SUPER FOR LIFE	Superannuation contributions	203.84
DD9782.19	28/06/2016	THE SUPERANNUATION FUND	Payroll deductions	775.58
DD9782.20	28/06/2016	BT SUPER FOR LIFE	Payroll deductions	330.24
DD9782.21	28/06/2016	CBUS SUPER	Payroll deductions	632.06
DD9782.22	28/06/2016	MACQUARIE SUPERANNUATION FUND	Superannuation contributions	68.86
DD9782.23	28/06/2016	AMP SUPERANNUATION SAVINGS TRUST	Payroll deductions	1,741.84
DD9782.24	28/06/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Superannuation contributions	163.15
DD9782.25	28/06/2016	AMP SUPER DIRECTIONS FUND	Payroll deductions	547.87
DD9782.26	28/06/2016	FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	767.77
DD9782.27	28/06/2016	KINETIC SUPERANNUATION LTD	Superannuation contributions	254.98
DD9782.28	28/06/2016	STATEWIDE SUPERANNUATION	Payroll deductions	1,035.41
DD9782.29	28/06/2016	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	1,662.53
DD9782.30	28/06/2016	CARE SUPER PTY LTD	Superannuation contributions	117.30
DD9782.31	28/06/2016	OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,364.43
DD9782.32	28/06/2016	MTAA SUPERANNUATION FUND	Superannuation contributions	266.75
DD9782.33	28/06/2016	AUSTRALIAN SUPER	Payroll deductions	8,306.36
DD9782.34	28/06/2016	Q SUPER	Superannuation contributions	687.84
DD9782.35	28/06/2016	REST SUPERANNUATION	Payroll deductions	4,953.77
DD9782.36	28/06/2016	SUNSUPER	Payroll deductions	3,915.67
DD9782.37	28/06/2016	SUPERFUND	Superannuation contributions	264.63
Total				156,102.09

Municipal Cheques

28349	02/06/2016	C MUNRO CONTRACTORS	Replace damaged Dura Composition Decking at Four Mile Recreation Facility Onslow - destroyed by motor vehicle	9,900.00
28350	02/06/2016	DEPARTMENT OF LANDS	Purchase of Lot 314 on Plan 34191 as per Contract of Sale, Poinsettia Street Tom Price- Lazy Lands Project	330,000.00
28351	02/06/2016	HORIZON POWER	Electricity Usage, Shire housing 10.05.16 - 19.05.16	83.92
28353	02/06/2016	SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)	Payroll deductions	1,700.00
28354	02/06/2016	SLATER & GORDON TRUST ACCOUNT	Wittenoom Asbestos Claim, payment of the Shire's share of Commercial Settlement	51,682.65
28355	09/06/2016	C MUNRO CONTRACTORS	Various repair and maintenance works in Onslow	3,234.28
28356	09/06/2016	HORIZON POWER	Electricity Usage - 09.03.16 - 06.05.16	1,019.01
28359	09/06/2016	TELSTRA	Monthly Telephone charges May 2016	1,196.95
28360	16/06/2016	C MUNRO CONTRACTORS	Raise the sewer manhole in the back lane between Second and Third Avenue Onslow, Change Screen door lock staff housing	1,896.84
28361	16/06/2016	HORIZON POWER	Electricity Usage 31.03.16 - 01.06.16	19,213.72
28362	16/06/2016	TELSTRA	Monthly Telephone charges - June 2016	79,643.78
28363	27/06/2016	C MUNRO CONTRACTORS	Renovations to Senior Citizens units in Onslow and various repair and maintenance works in Onslow	104,634.98
28364	27/06/2016	HORIZON POWER	Electricity charges for period 31.03.16 - 01.06.16	15,731.26
28365	27/06/2016	POSTIES GENERAL STORE	Newspaper Account for period 01.05.16 - 31.05.16 - Onslow	109.10

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
28366	27/06/2016	SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)	Payroll deductions	1,923.05
28367	30/06/2016	BOND ADMINISTRATOR	Bond totalling 4 weeks rent for a new lease at 27 Pilbara Avenue Paraburdoo	1,320.00
28368	30/06/2016	C MUNRO CONTRACTORS	Various repair and maintenance works in Onslow	37,601.41
28369	30/06/2016	HORIZON POWER	Construction costs from Horizon Power for Lot 643 McRae Place, Onslow (Onslow Aquatic and Recreation Centre)	398,280.78
28370	30/06/2016	SHIRE OF ASHBURTON	Planning Application Fee - Extension to Council Chambers Onslow Shire Complex	1,535.68
28371	30/06/2016	SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)	Payroll deductions	1,383.00
28372	30/06/2016	SHIRE OF ASHBURTON (PETTY CASH)	Petty Cash for Tom Price Visitors Centre and Paraburdoo Office	395.30
Total				1,062,485.71

Trust Payments

EFT34755	15/06/2016	BJK PUBLISHING & PHOTOGRAPHY	Total Sales for May 2016	196.00
EFT34756	15/06/2016	CRAIG HAMMERSLEY	Total Sales for May 2016	56.25
EFT34757	15/06/2016	FRANK RICHARDSON	Total Sale for May 2016	1,996.00
EFT34758	15/06/2016	GRAEME G HAMMOND	Total Sales for May 2016	76.50
EFT34759	15/06/2016	INTEGRITY COACH LINES (AUST) P/L	Commission from Integrity Coach Lines for May 2016	496.40
EFT34760	15/06/2016	LESTOK TOURS PTY LTD	Mine Tours for May 2016	19,922.22
EFT34761	15/06/2016	PARABURDOO PRIMARY SCHOOL	Refund for Bond	600.00
EFT34762	15/06/2016	PARABURDOO WOMENS SOFTBALL ASSOCIATION	Return of Bond for Change rooms	1,000.00
202830	15/06/2016	BUILDERS REGISTRATION BOARD OF WA	Levy Collected for the month of May 2016	1,184.96
202831	15/06/2016	CONSTRUCTION TRAINING FUND	Levy collected for the month of May 2016	915.52
202832	15/06/2016	SHIRE OF ASHBURTON	Commissions from RIO and Coach for April/May 2016	511.62
Total				26,759.47

MAY 2016 STATEMENTS
Credit Card Payments

Exec Name	Date	Name	Description	Amount
AMBER STEVENSON \$1000	20/05/2016	COMFORT INN KARRATHA	Refund from Comfort Inn as incorrectly charged to the Shire Credit Card	(\$212.80)
	Total			(\$212.80)
TROY DAVIS \$10000	04/05/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Accommodation for Gene Whyte providing backfill coverage for Donna Sutton at the Paraburdoo Landfill 11.04.16 - 22.04.16	1,903.14
	17/05/2016	VIRGIN AUSTRALIA	Return flight for Arlo Bragg Onslow to Sydney - FIFO employee 05.06.16 - 15.06.16	1,060.16
	17/05/2016	VIRGIN AUSTRALIA	Return flight Arlo Bragg Onslow to Sydney - FIFO employee 16.07.16 - 27.07.16	1,160.17
	24/05/2016	JETDRYER	Sliver hand dryer for men's toilets in the arrivals lounge - Onslow Airport	990.00
	24/05/2016	QANTAS	Return flight for Doug Pearce Paraburdoo to Devonport - FIFO employee 14.06.16 - 28.06.16	1,194.82
	26/05/2016	QANTAS	Return flight for Nicole Mazzucchelli Perth to Paraburdoo, remote employee 27.06.16 - 01.07.16	832.99
	26/05/2016	QANTAS	Return flight for Greg West Paraburdoo to Perth - FIFO employee 18.06.16 - 26.06.16	707.00
	27/04/2016	QANTAS	Flight for Troy Davis Perth to Paraburdoo to attend the Ashburton Critical Services Infrastructure Working Group Meeting 20.06.16	206.00
	11/05/2016	QANTAS	Return flight for Greg West - Paraburdoo to Perth for FIFO swing 27.05.16 - 12.06.16	832.99
	17/05/2016	QANTAS	Change of flight for Troy Davis as the Ashburton Critical Services Infrastructure Working Group meeting changed to the 21.6.16 - Perth to Paraburdoo	239.00
	26/05/2016	NESPRESSO CLUB	Coffee Pods and Milk frother for Infrastructure Services Office	371.00
	31/05/2016	SAI GLOBAL LTD	Australian Standard AS-3959-2009 Construction of buildings in bushfire prone areas with 3 additional amendments - Morgwn Jones	224.16
	16/05/2016	SAI GLOBAL LTD	Australian Standard- Online subscription addition - AS2124-1992 as required by Procurement for RFT 10/16	542.02
	04/05/2016	ENGINEERS AUSTRALIA	Engineers Australia Membership Renewal for Troy Davis	265.50
	17/05/2016	MASTERS HARDWARE	Purchase of a Little Joey Electric Whipper Snipper required for maintenance of Airside Garden	193.95
	17/05/2016	MULLA MULLA CAMP	Accommodation for Doug Pearce - performing repairs to Millstream - Pannawonica Road due to flood damage 11.05.16 - 20.05.16	500.00
	17/05/2016	THE BLUE POD COFFEE CO. P/L	Depot coffee machine supplies	684.00
	Total			11,906.90

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
KIM PARKS \$15,000				
	09/05/2016	FIRE PROTECTION ASSOCIATION AUSTRALIA	Andrew Patterson to attend Bushfire Attack level Assessor Course 22.08.16 in Perth	2,500.00
	11/05/2016	MANTRA GROUP	Reservation amendment for Morgwn Jones accommodation at Mantra - Bunbury 12.06.16 - 18.06.16	153.00
	01/06/2016	ONslow BEACH RESORT	Accommodation for Course facilitator Allan Adam's - holding WALGA Customer Service & Complaints Handling and Effective Letter Report writing 29.05.16 - 31.05.16	750.00
Total				3,097.00
ANIKA SERER \$5000				
	02/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Al Lind at Windawarri Lodge 01.05.16 - 06.05.16 - FIFO visit to Tom Price	1,062.36
	02/05/2016	RMS	RMS Software Licence Renewal/Support - Hosting fee for period 01.05.16 - 31.07.16 Ocean View Caravan Park Onslow	483.76
	19/05/2016	TOTAL SUPPLY SOLUTIONS	Purchase of Auto Dishwasher Powder Detergent sachets for the dishwashers at the Ocean View Caravan Park cabins and Stainless Steel Shiner	187.99
	26/05/2016	MOBILE ZAP AUSTRALIA	Otter box phone cover for Samsung Galaxy for Ocean View Caravan Park Managers	55.08
	26/05/2016	QANTAS	Return flights for Andrew Patterson, Michael Willcock and Rachel Chapman Perth to Paraburdoo 10.06.16 for Development & Regulatory Services	2,121.00
Total				3,910.19
MAURICE FERIALDI \$5,000				
	03/05/2016	AUSTRALIAN INSTITUTE OF MANAGEMENT	Registration for Sarah Johnston to attend L&D Activity - Facilitation Skills stage 1 27- 29 July 2016	1,440.00
	03/05/2016	QANTAS	Flight for Chane'l Kemp Perth to Learmonth 19.05.16 - attended L&D Activity - CDO Professional Workshop in Perth (Funded by DSR)	295.00
	04/05/2016	QANTAS	Flight for Vijay Krishnan Paraburdoo - Perth 30.06.16 - FIFO Employee	327.00
	11/05/2016	QANTAS	Return flight for Shane Godfrey from Cairns to Paraburdoo 26.05.16 - 28.05.16 - Site visit - Technical Officer	1,125.18
	12/05/2016	QANTAS	Return flights for Belinda Mortlock Paraburdoo to Perth to attend L&D Activity - CDO Professional Workshop in Perth 15.05.16 - 19.05.16	647.00
	13/05/2016	QANTAS	Return flight for Lee Reddell Perth to Paraburdoo 01.06.16 to attend L&D Activity in Perth	357.00
	13/05/2016	QANTAS	Return flight for Tim Brokenshire from Townsville to Perth 06.08.16 - L&D Activity Environmental Health Disaster Management	325.99
	13/05/2016	QANTAS	Flight for Tim Brokenshire Perth to Paraburdoo 07.08.16 - returning from L&D Activity	246.00
	13/05/2016	QANTAS	Return flight for Tim Brokenshire Paraburdoo - Sydney 21.07.16 to attend L&D Activity following annual Leave - Tim invoiced for difference of flights	458.92
	20/05/2016	QANTAS	Return flights for Sam Byard Paraburdoo to Perth 17.06.16 - 27.06.16 - FIFO Employee	832.99
	20/05/2016	QANTAS	Return flights for Sam Byard Paraburdoo to Perth 27.05.16 - 06.06.16 - FIFO Employee	958.98
	20/05/2016	QANTAS	Return flights for Sam Byard Paraburdoo to Perth 27.05.16 - 06.06.16 - FIFO Employee	958.98
	20/05/2016	QANTAS	Return flights for Sam Byard Paraburdoo - Perth 08.07.16 - 17.07.16 - FIFO Employee	832.99
	03/05/2016	QANTAS	Flight for Vijay Krishnan from Perth to Paraburdoo 15.06.16 - FIFO Employee	206.00
	03/05/2016	QANTAS	Return flights for Sarah Johnston Paraburdoo to Perth 04.07.16 - 06.07.16 to attend rescheduled L&D Activity - How to prepare a Business Case	677.00
	03/05/2016	QANTAS	Flight for Vijay Krishnan from Perth to Paraburdoo 22.05.16 FIFO employee	357.00
	03/05/2016	VIRGIN AUSTRALIA	Flight for Vijay Krishnan Paraburdoo - Perth 03.06.16 - FIFO Employee	256.70
	03/05/2016	VIRGIN AUSTRALIA	Flight for Chane'l Kemp Onslow to Perth to attend L&D Activity in Perth - CDO Professional Development Workshop	299.00
	13/05/2016	VIRGIN AUSTRALIA	Flight for Tim Brokenshire Sydney to Townsville 31.07.16 to attend L&D Activity in Townsville -	192.70
	17/05/2016	VIRGIN AUSTRALIA	Return flight for Michelle Mews Perth to Onslow 22.05.16 - 24.05.16 for Onslow Defects inspections on new purchases	898.00
	04/05/2016	ST JOHN AMBULANCE	Restocking Tom Price Admin First Aid Box as highlighted in office inspection 2016	118.45
	03/05/2016	ENVIRONMENTAL HEALTH DISASTER MANAGEMENT	Registration for Tim Brokenshire to attend L&D Activity - Environmental Health Disaster Management in Townsville - August 2016	1,650.00
	03/05/2016	COVERMORE INSURANCE	Travel Insurance for Chane'l Kemp for her Virgin flight to attend L&D Activity	13.95

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
	17/05/2016	COVERMORE INSURANCE	Ticket and Baggage protection for Michelle Mews - 22.05.16 - 24.05.16	13.95
	18/05/2016	AHRI	Registration for Kim Parks to attend National Convention & Exhibition in Brisbane August 2016	3,015.00
	18/05/2016	ACI ONLINE LEARNING CENTRE	Enrolment for Megan Walsh into Airport Operations Diploma Program	2,546.06
	04/05/2016	SHERIDAN AUSTRALIA	Linen for Willow Road Transit house	1,143.02
	04/05/2016	SHERIDAN AUSTRALIA	Pillows for Willow Road Transit House	210.72
	10/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for various staff to attend training in Tom Price	4,461.91
	03/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Bob Waddell 03.05.16 - 04.05.16 to attend Tom Price	212.47
	27/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Nasir Shah 27.05.16	424.94
	27/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Shane Godfrey 27.05.16 - 28.05.16	212.47
	12/05/2016	GODFREYS COMMERCIAL	Accommodation at Weelamurra Transit House	372.00
	11/05/2016	THE MYER FAMILY COMPANY	Glassware for Willow Road Transit House	107.82
	17/05/2016	FIRE PROTECTION ASSOCIATION AUSTRALIA	Registration for Lee Reddell to attend L&D Activity - Building & Planning Awareness Course 30.05.16 in Perth	190.00
	27/05/2016	COLES SUPERMARKETS - TOM PRICE	Air freshener	10.20
	27/05/2016	COLES SUPERMARKETS - TOM PRICE	Welcome basket for Deborah Cleary, Welcome basket for Deborah Cleary	98.60
	1/06/2016	WESTPAC BANK	Bank charges	9.00
	05/05/2016	TARGET AUSTRALIA ON LINE	Linen and mattress protectors for Willow Road Transit house	1,267.00
			Total	27,769.99
LEE REDDELL \$5,000	03/05/2016	VIRGIN AUSTRALIA	Return flights for Andrew Patterson and Ben Sharman from Perth to Onslow 23.05.16 - 27.05.16 for Council Meeting	1,196.00
	10/05/2016	VIRGIN AUSTRALIA	Return flight for Michael Willcock (Town Planners) Perth to Onslow 24.05.16 for Council Meeting 24.05.16	598.00
	10/05/2016	VIRGIN AUSTRALIA	Return flights for Rachel Chapman (Town Planners) - Council Meeting 24.05.16	598.00
	12/05/2016	VIRGIN AUSTRALIA	Flights adjustment for Rachel Chapman, change of flight from 23.05.16 to 24.05.16	80.00
	12/05/2016	VIRGIN AUSTRALIA	Flight adjustment for Michael Wilcock from Onslow to Perth 23.05.16 to 24.05.16	80.00
	19/05/2016	QANTAS	Return flights for Mr Carroll Melia for Department Regulatory Services, Perth to Paraburdoo 26.05.16 - 27.05.16	832.99
	04/05/2016	KESTREL	Purchase of a Wind Meter - Environmental Services	384.00
	09/05/2016	ANGUS & ROBERTSON BOOKWORLD	Purchase of Control of Communicable Diseases Manual - Environmental Services	224.88
	12/05/2016	ONSLow POST OFFICE	Express postage of Scheme Amendment (AM22) documents from Onslow to Andrew Patterson in Perth	14.80
	13/05/2016	MORSE COURT APARTMENTS	2 night stay for David Morley in Karratha to conduct swimming pool inspection training with City of Karratha 15.05.16 - 17.05.16	338.00
	18/05/2016	LIVE TAXI EBAY (WA)	Live Taxi Epay - Taxi for Lee Reddell from airport to accommodation prior to WALGA training- Participate in Local Government Emergency Management Preparation & Manage Recovery Activities for Local Government and FPA Building and Planning in Bushfire Prone Areas	42.33
			Total	4,389.00
FRANK LUDOVICO \$5,000	11/04/2016	ABBERFIELD INDUSTRIES	Purchase of Tokens for oval and Tennis Court lights for Onslow and freight	84.71
	20/05/2016	INVARIION RAPID PLAN	License Renewals - Sean Ripley and Sam Byard - for Traffic Control Plans	825.00
	11/05/2016	THE BLUE POD COFFEE CO. P/L	Cafe Crema Gusto (Tan) Coffee Pods	320.00
	01/06/2016	COLES SUPERMARKETS - TOM PRICE	Washing baskets for Transit House at 27 Willow Road	55.50
	01/06/2016	CANBERRA RUBBER STAMPS	Self inking professional date stamp	142.00
			Total	1,427.21
CEO NEIL HARTLEY \$10000	04/05/2016	SHIRE OF ASHBURTON	Occupancy Permit for the Tom Price Visitors Centre Upgrade	95.00
	31/05/2016	QANTAS	Return flight for Cr Kerry White - Perth to Newman 15.06.16 - 17.06.16 to attend Pilbara Regional Council and Road Group meetings in Newman on the 16th June 2016	639.00
	31/05/2016	QANTAS	Return flight for Cr Doughlas Ivan Dias Paraburdoo to Perth 03.08.16 - 14.08.16 to attend WALGA week 2016	677.00
	01/06/2016	QANTAS	Return flight for Cr Linton Rumble to attend the 2016 WALGA Convention 03.08.16 - 06.08.16	647.00
	13/05/2016	QANTAS	Return flight for Neil Hartley Paraburdoo to Perth to attend various meetings in Perth 17.05.16 - 20.05.16	707.00

LIST OF PAYMENTS FOR JUNE 2016

Chq/EFT	Date	Name	Description	Amount
	26/05/2016	QANTAS	Return flight for Neil Hartley from Paraburdoo to Perth to attend farewell celebration for Roy Krzywosinski, Managing Director of Chevron Australia in Perth 06.06.16 - 10.06.06	647.00
	02/06/2016	ISS INTERGRAED SERVICES PTY LTD	Accommodation for Cr Kerry White to attend Rio Tinto 50 year Celebration in Pannawonica 01.06.16 - 02.06.16	171.00
	02/06/2016	CHAMBER OF COMMERCE AND INDUSTRY OF WESTERN AUSTRALIA	Registration fee for Shire President Cr Kerry White to attend CCIWA Breakfast with Federal Treasurer Hon Scott Morrison MP 08.06.16	150.00
	18/05/2016	THE BOHEME	Lunch for CEO Neil Hartley and Shire President Kerry White in Perth for meetings	59.80
	19/05/2016	SIENA'S RESTAURANT	Lunch for CEO Neil Hartley and Shire President Kerry White in Perth for meetings	38.00
	13/05/2016	VIRGIN AUSTRALIA	Return flight for Cr Kerry White Onslow to Perth to attend various meetings in Perth 17.05.16 - 22.05.16	598.00
	16/05/2016	SWISH DESIGN AND GRAPHICS	Final payment for the printing of the Annual Report	2,242.31
	25/05/2016	ONSLow BEACH RESORT	Meals and refreshments for the Ordinary Council Meeting held in Onslow 25.05.16, Meals and refreshments for the Ordinary Council Meeting held in Onslow 25.05.16	2,413.50
	31/05/2016	DROPBOX	Premium subscription for media for month of May 2016	14.36
Total				9,098.97

CHANTELLE BRYCE

\$9000
Temporary
increase whilst
EMCD position
Vacant

01/06/2016	PERTH TRAVELODGE	Meal purchase by Chantelle while in Perth for meeting with DSD and Chevron 03.05.16	101.50
26/05/2016	RIO TINTO- PILBARA IRON COMPANY SERVICES PANNAWONICA ACCOMMODATION	Accommodation for David Williams and Eric Pavlik in Pannawonica 25/05/16 - 26.05.16 to facilitate IF Foundation Bush Survival Workshop	342.00
27/05/2016	VIRGIN AUSTRALIA	Return flight for Julie Byrne Perth to Onslow 19.08.16 - 22.08.16 to umpire for Onslow Basketball Carnival 19/08/16 - 22.08.16	598.00
27/05/2016	VIRGIN AUSTRALIA	Return flight for Tim Jubb Perth to Onslow 19.08.16 - 22.08.16 to umpire for the Onslow Basketball Carnival	598.00
27/05/2016	VIRGIN AUSTRALIA	Flight for Darryl Fishwick Onslow to Perth 22.08.16 to umpire for the Onslow Basketball Carnival 19.08.16 - 22.08.16	299.00
27/05/2016	VIRGIN AUSTRALIA	Flight for Darryl Fishwick Perth to Onslow 19.08.16 to umpire for the Onslow Basketball Carnival 19.08.16 - 22.08.16	299.00
27/05/2016	VIRGIN AUSTRALIA	Return flight for Gary Stokes Perth to Onslow 19.08.16 - 22.08.16 to umpire for the Onslow Basketball Carnival	598.00
23/05/2016	VIRGIN AUSTRALIA	Flight for Clare Stace from Paraburdoo to Perth on 17.06.16 - Facilitator for Story in the Park Event	341.70
23/05/2016	VIRGIN AUSTRALIA	Flight for Clare Stace Perth to Karratha 13.06.16 - Facilitator for Picnic in the Park	361.70
01/06/2016	PERTH TRAVELODGE	Internet purchase by Chantelle while in Perth for meeting with DSD and Chevron 03.05.16	9.95
01/06/2016	PERTH TRAVELODGE	Internet purchase by Mel Raffan while in Perth for meeting with DSD and Chevron 06.05.16	19.90
10/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Heidi Wayne 2 nights to attend Events Workshop in Tom Price 10.05.16 - 12.05.16	424.94
13/05/2016	ESS GUMULA PTY LTD - ROCKLEA PALMS	Merry Robinson accommodation for National Volunteer Week Tom Price and Paraburdoo Workshops 10.05.16	173.01
19/05/2016	MAHOGANY CREEK	NAIDOC game meat selection for Mahogany Creek delivered to Pannawonica for NAIDOC Celebrations July 2016	99.85
11/05/2016	ESS EASTERN GURUMA PTY LTD - WINDAWARRI LODGE	Accommodation for Raelene Ignoti, Merry Robinson and Jennifer Withers to attend training in Tom Price	637.42
Total			66,290.43

Total Credit Cards

MUNICIPAL TOTALS	
EFT TRANSACTIONS	\$ 1,217.70
SUPER PAYMENTS	\$ 9,517,845.41
CHEQUES	\$ 1,062,485.71
CREDIT CARDS	\$ 66,290.43
	<u>\$ 10,647,839.25</u>
TRUST TOTALS	
CHEQUES AND EFT TRANSACTION	\$ 26,759.47
	<u>\$ 26,759.47</u>

Delegated Authority Register

2016



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Introduction

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the Local Government Act 1995 (the Act) on an annual basis. The co-ordination of the review will be performed through the Corporate Strategy and Performance Directorate.

Legislation

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the Council must be by absolute majority decision. {S5.42 (1)}.

Associated Legislation

Legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:-

- Planning and Development Act 2005 including regulations, and adopted policies;
- Dog Act 1976 and regulations;
- Cat Act 2011 and regulations;
- Bush Fires Act 1954, regulations and local laws created under that Act;
- Health Act 1911 (as amended) regulations and local law created under that Act;
- Freedom of Information Act 1992;
- Land Administration Act 1997, as amended and regulations;
- Litter Act 1979 and regulations;
- Local Government (Miscellaneous Provisions) Act 1960 as amended;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
- Spear-guns Control Act 1955;
- Strata Titles Act 1985;
- Food Act 2008;
- Environmental Protection Act 2005;
- Building Act 2011 and Building Regulations 2012

Some legislation provides for authorisation of Local Government officers to have powers as are necessary in order for them to perform their required duties as a specific function of the local government. These duties are carried out as "acting through" functions under s.5.45(2) of the *Local Government Act 1995*

The *Planning and Development Act 2005* recognises the WA Planning Commission to delegate under section 16(1) and (3)(e) "any function of the Commission under this Act or any other written law, except this power of delegation, a local government, a committee established under the *Local Government Act 1995*, or an employee of a local government."

Section 14(a)(iii) "Functions" of the *Planning and Development Act* recognises the functions of the Commission to advise the Minister on legislation and delegations associated with local planning schemes. This includes Council's Town Planning Scheme No.7.

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another Employee.

{S5.44 (1)}. This must be done in writing. {S5.44 (2)} The Act allows for the CEO to place conditions on any delegations if desired. {S 5.44 (4)}

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year. {S.5.46(1) and (2)}. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used. {S 5.46 (3)}

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.
{Local Government (Administration) Regulations 1996 Regulation 19.}

Departments responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under S 5.74(b) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power. {S 5.44 (1)}.

Acting through another person

Local Government Act 1995 – Section 5.45 (2)

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- a) a local government from performing any of its functions by acting through a person other than the CEO; or
- b) a CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise a discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where no discretion exists is reinforced by Section 56 of the Interpretation Act 1984 which states –

56. "May" imports a discretion, "shall" is imperative

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.

PART 1 FUNCTIONS OF LOCAL GOVERNMENTS

PART 3 OF THE LOCAL GOVERNMENT ACT 1995

DRAFT

DA01-8

CLOSING CERTAIN THOROUGHFARES TO VEHICLES (EXCEEDING 4 WEEKS)

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power inclusive of conditions [see below].*

A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks.

Legislative Power or duty delegated:

Section 3.50(1a) and 3.50(4) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Policy

ENG06 Road Closures

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to close a thoroughfare, wholly or partially, subject to Section 3.50 of the Local Government Act 1995.

Conditions and Exceptions:

The permanent closure of thoroughfares to be referred to Council for determination

CEO delegates to:

Executive Managers

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Action taken to close thoroughfares must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Notification must be made to relevant Councillors via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013 PREVIOUSLY DA024 and DA029
16 July 2014
15 July 2015
[19 July 2016](#)

DA01-9

PUBLIC LANDS - MAKING SUBMISSIONS ON BEHALF OF COUNCIL

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power inclusive of conditions [see below].*

Council delegates to the CEO the function to make submissions to the Department of Lands for proposals referring to the Land Administration Act 1997 and Transfer of Land Act 1893.

Legislative Power or duty
 delegated:

Land Administration Act 1997 sections 28, 41, 46-48, 50, 51, 52, 86, 91, 144-150, 267
 Transfer of Land Act 1893 section 70A

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Policy

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to perform functions under the following sections of:

Land Administration Act 1997:

- S 28 Request dedication of roads through survey plans for Crown land subdivision
- S 41 Request reserve of Crown land for one or more purposes in the public interest
- S 46, 47 & 48 Request reserve be placed under care, control and management of the Shire
- S 50 Request revocation of existing Management Order over a reserve
- S 51 Request cancellation or change of purpose, or amend the boundaries of a reserve
- S 52 & 86 Request acquisition as Crown land:
 - Any alienated land designated for a public purpose on plan of survey
 - Any private road
 - Any alienated land in an abolished town site
- S 91 Request grant of licence for any purpose
- S144–150 Request: grant, amendment, cancellation of an easement for any purpose specified
- S 267 Request action against a person or persons who commit an offence on Crown land without permission or reasonable excuse

Transfer of Land Act 1893:

- S 70A Request the Registrar to lodge, modify or remove a notification on a proprietors or prospective proprietors land by means of the certificate of title

Conditions and Exceptions:

- Minor road dedications, where road dedication is consistent with Council adopted plan, policy or adopted Council position or where no objections are received.
- Minor reserve creation, where reserve creation is consistent with Council adopted plan, policy or adopted Council position or where no objections are received.
- Where placing care, control and management of reserve under local government is consistent with Council adopted plan, policy or adopted Council position or where no objections are received.
- Where revocation of reserve is consistent with Council adopted plan, policy or adopted Council position or where no objections are received.
- Minor change to purpose or amendment to boundaries of a reserve or where a change to the purpose or boundaries of a reserve has no substantial consequence.
- Where a request for the acquisition of land is consistent with Council adopted plan, policy or adopted Council position or where no objections are received.
- Where no objections are received to creation of an easement.

CEO delegates to:

Executive Manager Strategic and Economic Development
 Executive Manager Development and Regulatory Services
 Executive Manager Infrastructure Services
 Principal Planner
 Manager Operations Infrastructure Services (S 28, 52 & 86)
 Compliance Officer (S 267)

Economic and Land Development Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power.
The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Action taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Notification must be made to relevant Councillors via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

18 November 2015
[19 July 2016](#)

DRAFT

PART 2 ADMINISTRATION

PART 5 OF THE LOCAL GOVERNMENT ACT 1995

DRAFT

DA02-1

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (FOR PERIODS OF 10 DAYS OR LESS)

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

Appointment of Acting Chief Executive Officer (for periods of 10 days or less) to undertake the CEO's functions.

Legislative Power or duty
 delegated:

Section 5.36(1)(a) of the Local Government Act 1995

Legislative power to delegate

Section 5.41 and 5.42 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

To undertake the CEO's functions.

Conditions and Exceptions:

Delegated authority is only granted for appointments to the position of Acting Chief Executive Officer covering a period of 10 days or less. In instances where an appointment is required for a period exceeding 10 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect.

Delegation delegated by the CEO

The Chief Executive Officer is delegated the power to make appointments to the position of Acting Chief Executive Officer (for periods of 10 days or less).

Reporting Requirements:

- The Chief Executive Officer must advise Elected Members, upon use of the delegation, of any appointments which are made to the position of Acting Chief Executive Officer under delegated authority.
- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements (including personal file).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

DA02-2

LEGAL PROCEEDINGS – LOCAL GOVERNMENT ACT 1995

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

To allow the Chief Executive Officer to authorise legal expenses for Elected Members and Officers where a report cannot be presented to Council for approval and the expenses do not exceed \$5,000.

Legislative Power or duty delegated:

Section 6.7(2) of the Local Government Act 1995

Legislative power to delegate

Section 5.42 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to authorise legal expenses for Elected Members and Officers where a report cannot be presented to Council for approval subject to the Local Government Act 1995.

Conditions and Exceptions:

Subject to -

- Funds being available in the Shire's Annual Budget.
- Legal expenses do not exceed \$5,000 in respect of each application.

CEO delegates to:

N/A

Delegation delegated by the CEO

N/A

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed of approved applications via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA018
16 July 2014
15 July 2015
[19 July 2016](#)

DA02-4

DELEGATION OF POWERS AND DUTIES OF THE LOCAL GOVERNMENT ACT TO THE CEO

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The CEO's functions to be performed shall encompass all parliamentary legislation. As such, it is necessary for the Chief Executive Officer to hold those powers necessary for them to perform the functions required of them in an expeditious and competent manner.

Legislative Power or duty delegated:

Section 5.42 of the Local Government Act 1995

Legislative power to delegate

Section 5.41(i) of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

Council delegates to the Chief Executive Officer all of the delegable functions of the local government under all parliamentary legislation for the effective management of the Shire of Ashburton. This delegation is supplementary to the prescribed delegations in the Delegated Authority Register 2013.

Conditions and Exceptions:

The delegation takes into account s5.43 of the Local Government Act. The delegation shall only be used when; an urgent operational function needs to be implemented and is not already prescribed as a delegated function; or, it is problematic for Council to convene to otherwise make the decision. Elected members will where possible be given at least 24 hours' notice via EMACCESS of the CEO's intent to use this delegated authority.

Specification:

This delegation is limited only to the extent that a constraint is outlined by the statute within which the Chief Executive Officer is operating, to any Council resolutions in effect, and the following limitations and clarifications:

LIMITATIONS –

The CEO's delegated authority is subject to the following limitations:-

- a) State Administrative Tribunals (SAT) negotiations and mediations up to a value of \$250,000 where there is a budget provision approved..
- b) Dispose of minor plant and equipment with a depreciated value of not more than \$100,000 without the requirement of Council approval.

CEO delegates to:

N/A

Delegation delegated by the CEO

N/A

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed of approved applications at the next ordinary meeting of Council via OCM Agenda Item via the Executive Officer.
- Elected Members will where possible be given at least 24 hours' notice via EMACCESS of the CEO's intent to use this delegated authority.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA02-5

GIFT FOR ALL RETIRED COUNCILLORS

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

Council delegates the function of authorising gifts for all retired Councillors as prescribed in 34AC of the Local Government Act

Legislative Power or duty
 delegated:

Section 5.100A of the Local Government Act 1995

Legislative power to delegate

Section 5.100A and 34AC of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

Council delegates to the Chief Executive Officer the delegable function of authorising gifts for all retired Councillors.

Conditions and Exceptions:

1. The retirement of a council member who has served at least one full 4 year term of office is prescribed under s5.100A(a) as circumstances in which a gift can be given to the Council member.
2. The amount as prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub-regulation (1).

CEO delegates to:

Executive Officer, Office of the CEO

Delegation delegated by the CEO

Functions delegated by the CEO to be undertaken by the Executive Officer, Office of the CEO to organise gifts for all retired Councillors as prescribed in 34AC of the Local Government Act.

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed via email.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

PART 3 FINANCIAL MANAGEMENT

PART 6 OF THE LOCAL GOVERNMENT ACT 1995

DRAFT

DA03-1

PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of council.

Legislative Power or duty
 delegated:

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to make payments from the municipal fund or the trust fund, subject to Regulation 12(1) of the Local Government (Financial Management) Regulations 1996 and Council's Accounting Policy.

Conditions and Exceptions:

Subject to the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

CEO delegates to:

Executive Managers
 Finance Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed of approved applications at the next ordinary meeting of Council via OCM Agenda Item.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1998
 in 16 October 2001
 17 June 2003
 24 October 2006
 19 February 2008
 17 March 2009
 24 June 2009
 17 February 2010
 30 October 2011
 31 December 2013 PREVIOUSLY DA004
 16 July 2014
 15 July 2015
[19 July 2016](#)

DA03-2

WRITE OFF OF MONIES OWING (NOT RATES OR SERVICE CHARGES)

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government

Legislative Power or duty delegated:

Section 6.12(1)(c) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995.

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to waive, grant concessions or write off any amount of money owed to the Shire, subject to section 6.12(2) of the Local Government Act 1995.

Conditions and Exceptions:

- CEO authorisation shall apply to an amount up to a value of \$10,000 per debtor;
- Executive Manager Corporate Services has the authorisation up to a value of \$750 per debtor;
- Finance Manager has the authorisation to an amount up to the value of \$500 per debtor;
- Finance Officer/Rates has the authorisation to an amount up to the value of \$10 per debtor.

Authorised staff will need to take into consideration when making such decisions include:

- The amount involved;
- Impact of the writing off of the debt will have on the Council's finances and the debtor;
- The likelihood of ever recovering the debt.

CEO delegates to:

Executive Manager, Corporate Services
Finance Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power.
The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of waiver, concession or write off must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed via EMACCESS [of write off values above \\$10](#).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA03-9

CONSIDER OBJECTION TO THE RATE RECORD

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Legislative Power or duty
delegated:

Section 6.76(5) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, subject to section 6.76(5) of the Local Government Act 1995.

Conditions and Exceptions:

Nil

CEO delegates to:

Executive Officer, Corporate Services
Finance Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA03-10

CONCESSION FOR MINOR CHARGES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may approve the waiving or granting concessions in relation to any amount of money but shall not apply to an amount of money owing in respect of rates and service charges.

Legislative Power or duty delegated:

Section 6.12(1)(b) and 6.12(2) and (3) of the Local Government Act 1995

Legislative power to delegate

Section 5.42 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to approval concessions for minor charges where appropriate.

Conditions and Exceptions:

Authorisation only applies to charges less than \$1000. The delegate has the authority to deal with such matters relevant to the declaration.

CEO delegates to:

Executive Manager, Corporate Services
Executive Manager, Community Development

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power subject to a limit of \$1000. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of minor variation must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA002
16 July 2014
15 July 2015
[19 July 2016](#)

DA03-11

ACTIONS AGAINST LAND WHERE RATES OR SERVICE CHARGES UNPAID

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The local government is authorised to instigate legal proceedings to recover unpaid rates.

Legislative Power or duty delegated:

Local Government Act 1995:-
s6.56(1) Rates or service charges recoverable in court s6.60(2)(3)(4) Local government may require lessee to pay rent
s6.64(1)(3) Actions to be taken
s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings
s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years
s 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65]
s 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]

Legislative power to delegate

Local Government Act 1995 Section 5.42 and Section 5.43

Delegation to:

Chief Executive Officer

Delegation:

Authority to instigate legal proceedings to recover unpaid rates..

Conditions and Exceptions:

Subject to Schedule 6.2 in relation to the exercise of a power under section 6.64(1)(a).

CEO delegates to:

Executive Manager, Corporate Services

Delegation delegated by the CEO

Legal representation is limited by the Magistrates Court (Civil Proceedings) Act 2004

Reporting Requirements:

- Details of the determination must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

23 January 2013
8 May 2013
11 December 2013 PREVIOUSLY DA049
16 July 2014
15 July 2015
[19 July 2016](#)

PART 4

MISCELLANEOUS PROVISIONS

DRAFT

DA04-1

WITTENOOM CLAIMS – LEGAL

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power inclusive of conditions [see below].*

Authorise the provision of instruction to Shire Solicitors in relation to Wittenoom Based Asbestos claims against the Shire of Ashburton and authorises to settle those claims.

File No:

AS.WI.2

Section / Act

S9.24 and s9.29 of the Local Government Act 1995.

Date of Decision

Adopted at the Ordinary Meeting of Council held on 24 October 2006

Authority Delegated:-

The CEO is delegated to provide instructions to Shire Solicitors in relation to Wittenoom Based Asbestos claims against the Shire of Ashburton and to settle those claims.

Conditions:

Limit of Shire of Ashburton's portion of claim able to be settled to be a maximum of \$125,000.

Officer (s) upon whom Delegation conferred:

Chief Executive Officer

CEO delegates to:

Nil

Method of Recording
Use of Delegation:

- Details of outcomes must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review

19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA036
16 July 2014
15 July 2015
[19 July 2016](#)

PART 5 LOCAL GOVERNMENT (UNIFORM LOCAL PROVISION) REGULATIONS 1996

DRAFT

DA05-1

PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.

Legislative Power or duty delegated:

Regulation 17(2) of the Local Government (Uniform Local Provisions) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Policy:

PLA03 Standard Development and Subdivision Conditions and Grounds of Refusal Policy

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, subject to Regulation 17 of the Local Government (Uniform Local Provisions) Regulations 1996 and Schedule 3.1, Division 2, item 3 and section 3.25(1)(b) of the Local Government Act 1995.

Conditions and Exceptions:

That due process for the issuing of a notice under section 3.25 of the Act is followed.

CEO delegates to:

Executive Manager, Infrastructure Services
Executive Manager, Development and Regulatory Services
Principal Town Planner

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power.
The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements, (including personal file).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

PART 6

LOCAL GOVERNMENT (FUNCTION AND GENERAL) REGULATIONS 1996

DRAFT

DA06-1

DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES

Function to be performed:

This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].

A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than ~~\$100,000~~ [\\$150,000](#) if it has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

Legislative Power or duty delegated:

Section 3.57(1) of the Local Government Act 1995 and Regulation 11(2)(f) of the Local Government (Function and General) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 ~~Purchasing and Tender~~ [Procurement](#) Policy
FIN14 Shire of Ashburton Tender Assessment Policy

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than ~~\$100,000~~ [\\$150,000](#).

Conditions and Exceptions:

The determination is to be supported by a detailed report and subject to the requirements and conditions of Council's FIN12 ~~Purchasing and Tender~~ [Procurement](#) Policy.

CEO delegates to:

N/A

Delegation delegated by the CEO

N/A

Reporting Requirements:

- Details of the determination must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.
- If a Shire Officer seeks, and has approved, a determination of Sole Supplier through DA06-1, a copy of the authorised DA must accompany any purchase order's raised for that supplier in lieu of completing SOA CEO 099 Purchasing Form. Please ensure you include the authorised DA with the PO, or Finance may reject your PO.
- A copy of the authorised DA must also be sent to the ~~Procurement~~ [Manager Procurement Unit](#) for notification and filing.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA06-2

TENDERS EVALUATION CRITERIA

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Legislative Power or duty
 delegated:

Regulation 14(1), (2), (3), (4) or (5) of the Local Government (Function and General) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Policy:

FIN12 Purchasing and Tender Policy
 FIN14 Shire of Ashburton Tender Assessment Policy

Delegation to:

Chief Executive officer

Delegation:

The Chief Executive Officer is delegated the power to determine in writing the tender evaluation criteria prior to tenders being advertised.

Conditions and Exceptions:

Nil

CEO delegates to:

Executive Managers
[Manager of Procurement](#)
[Procurement Coordinator](#)

Delegation delegated by the CEO

The CEO authorises the Executive Managers to determine in writing the tender evaluation criteria prior to tenders being advertised.

Reporting Requirements:

- Details of the variation to the evaluation criteria must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Follow (if applicable) a notice given under the conditions of the Local Government (Function and General) Regulations 1996 14(1) or (2), "a local government may vary the information referred to in (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation" (ADDENDUM) the details of the notice must be recorded in Synergy under the appropriate File Number to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16
- A copy of the authorised DA must also be sent to the [Procurement Manager](#)
[Procurement Coordinator](#) for notification and filing.

Details of Review:

15 September 1998
 16 October 2001
 17 June 2003
 24 October 2006
 19 February 2008
 17 March 2009
 17 February 2010
 30 October 2011
 12 February 2013
 11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

DA06-3

MINOR VARIATION FOR GOODS OR SERVICES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.

Legislative Power or duty delegated:

Regulation 20(1) of the Local Government (Function and General) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Delegation to:

Chief Executive Officer

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing and Tender Policy

Delegation:

The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to Regulation 20(1) of the Local Government (Functions and General) Regulations 1996.

Conditions and Exceptions:

That the variation is minor having regard to the total goods or services that tenderers were invited to supply

CEO delegates to:

Executive Managers
[Manager of Procurement](#)[Procurement Coordinator](#)

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power subject to a variation limit of less than 10% of the contract value. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the minor variation must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16
- A copy of the authorised DA must also be sent to the [Procurement Manager](#)[Procurement Coordinator](#) for notification and filing.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA06-4

EXPRESSIONS OF INTEREST

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power inclusive of conditions [see below].*

Determine:

1. When to call tenders or not to call tenders [s3.57(1), F&G Reg.11]
2. The circumstances to invite tenders, though not required to do so [F&G Reg.13]
3. Selection criteria for the acceptance of tenders [F&G Reg.14(2a)]
4. The information to be disclosed to those interested in submitting a tender [F&G Reg.14(4)(a)]
5. Minor variations before entering into a contract [F&G Reg.20]
6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [F&G Reg.21]

Legislative Power or duty
delegated:

S3.57 of the Local Government Act 1995

Local Government (Function and General) Regulations 1996

- Reg 11 Tenders to be invited for certain contracts
- Reg 13 Procedure when local government invites tenders though not required to do so
- Reg 14 (2a), (4)(a) and (5) Requirements for publicly inviting tenders
- Reg 20 Variation of requirements before entry into contract
- Reg 21 Limitation may be placed on who can tender

Legislative power to delegate

s5.42 Delegation of some powers or duties to the CEO and

s5.43 Limitations on delegations to the CEO of the Local Government Act 1995

Policy:

FIN04 Buy Local – Regional Price Preference Policy

FIN12 Purchasing and Tender Policy

FIN14 Shire of Ashburton Tender Assessment Policy

Delegation to:

Chief Executive Officer

Delegation:

Authorisation is given to call for Expressions of Interest for the supply of goods or services where appropriate.

Conditions and Exceptions:

The delegate has the authority to deal with such matters relevant to this declaration.

Details of the expression of interest sought must be recorded in the appropriate record and in the Tender Register as required by the Local Government (Functions and General) Regulations 1996, Regulation 17.

A determination to call a tender must only occur where the procurement or disposal is identified in Annual Budget allocations.

Minor variations before entering a contract are limited to a maximum value of aggregated variations which remain under 10% of the total contract value and remain within the relevant adopted Budget allocation.

CEO delegates to:

Executive Managers

[Manager of Procurement](#)[Procurement Coordinator](#)

Reporting Requirements:

- Details to be recorded in the Expression of Interest Register to meet legislative requirements ([Procurement Manager](#)[Procurement Coordinator](#)).
- A copy of the authorised DA must also be sent to the [Procurement Manager](#)[Procurement Coordinator](#) for notification and filing.

Details of Review:

16 March 1999
16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009

17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA007
16 July 2014
15 July 2015
[19 July 2016](#)

DA06-5

CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services.

Legislative Power or duty delegated:

Regulation 23(3) of the Local Government (Function and General) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Delegation to:

Chief Executive Officer

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing and Tender Policy
FIN14 Shire of Ashburton Tender Assessment Policy

Delegation:

The Chief Executive Officer is delegated the power to consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to Regulation 23(3) of the Local Government (Functions and General) Regulations 1996.

Conditions and Exceptions:

Subject to Regulation 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the expression of interest sought must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Details of the Expression of Interest must be recorded on the Tender Register to meet legislative requirements ([Procurement Manager](#)[Procurement Coordinator](#)).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16
- A copy of the authorised DA must also be sent to the [Procurement Manager](#)[Procurement Coordinator](#) for notification and filing.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

DA06-6

AWARD TENDERS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services. The local government may then execute the associated contract.

Legislative Power or duty delegated:

S3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General Regulations) 1996.

Legislative power to delegate

Local Government Act 1995 and Local Government (Functions and General Regulations) 1996

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is authorised to accept the tenders and to execute the associated contacts.

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing and Tender Policy
FIN14 Shire of Ashburton Tender Assessment Policy

Conditions and Exceptions:

In order for the CEO to exercise this delegation, an endorsed Budget allocation must be provided for.

For tender categories established (i.e. Plant, Services or Infrastructure) under Council Policy FIN14 a \$250,000 limit for each item will apply.

The below exception applies, but is subject to details of the proposed tender assessment outcome being reported to Councillors via EMACCESS, inviting elected member comments or a request for the tender to be referred to Council - notice period on EMACCESS to be 72 hours:

- Services – multi-year contracts up to \$1,000,000; and
- Infrastructure Items – up to \$1,000,000.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- All awarded tenders to be recorded in the Tender Register to meet legislative requirements (~~Procurement Manager~~ [Procurement Coordinator](#)).
- Elected Members must be informed via OCM Agenda Item via the Executive Officer.
- Elected Members will be given at least 72 hours' notice via EMACCESS of the CEO's intent to use this delegated authority under "Conditions and Exceptions".
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16
- Delegation Form CEO 078 must be reported to Governance and Policy Officer.
- Copy of submission to be provided to the ~~Procurement Manager~~ [Procurement Coordinator](#).

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
13 February 2013
11 December 2013 PREVIOUSLY DA001
16 July 2014
15 July 2015
[19 July 2016](#)

DA06-7

STAFF AND EMPLOYEE PROPERTY LEASES CONTRACTS

Function to be performed:

This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].

That authority is delegated to the Chief Executive Officer for the acquisition of property by way of leases for the purpose of staff housing and employee accommodation up to the value outlined in the budget.

Legislative Power or duty delegated:

- (a) Local Government Act 1995 Section 3.58
The local government in this section —
acquire has a meaning that accords with the meaning of dispose ;
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
- (b) Exempt land transactions prescribed (Act s. 3.59) it is the leasing of land to an employee of the local government for use as the employee's residence Local Government (Functions and General) Regulation 1996 30(2)(d) Section 3.58

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The authorisation is given for the acquisition of property by way of leases for the purpose of staff housing and employee accommodation up to the value outlined in the budget.

Conditions and Exceptions:

N/A

CEO delegates to:

Manager, Organisational Development

Delegation delegated by the CEO

The delegated authority to sign all leases for staff housing and employee accommodation with the following exception, namely, annual rentals of greater than \$52,000 per year to be with the Chief Executive Officer's prior individual endorsement.

Reporting Requirements:

- Details of outcomes must be recorded in Lease Register and recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

23 January 2013
8 May 2013
11 December 2013 PREVIOUSLY DA049
16 July 2014
15 July 2015 - Change in Legislative Powers to reflect the functions to be performed.
[19 July 2016](#)

DA06-8

LEASE AGREEMENTS INCLUDING USER AND LICENCE AGREEMENTS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

That authority be delegated to the Chief Executive Officer to :

- establish, renew and vary existing Lease Agreements including User and Licence Agreements as the "Lessor", for properties that are under the care, control and Management of the Shire of Ashburton;
- establish, renew and vary existing Lease Agreements including User and Licence Agreements and subsequent Sub-Lease Agreements (e.g. SES) as the "Lessee", for properties owned or controlled by:
 - The Crown;
 - A third party (e.g. Rio Tinto).

Legislative Power or duty delegated:

Section 3.58 Local Government Act 1995, Disposing of Property
Section 6.26 of the Local Government (Functions and General) Regulations 1996 regulation 30

Legislative power to delegate

Section 5.44, Local Government Act 1995

Policy

REC05 Community Lease and Licence Agreements of the Shire Assets (Facilities, Buildings and Land)

Delegation to:

Chief Executive Officer

Delegation:

The delegation is given for the establishment, renewal and variation of User and Licence Agreements, Commercial Lease Agreements, Community Lease Agreements and Sub-Lease Agreements both as the Lessor (care, control and Management of property) and Lessee (Crown or third party ownership of property) limited to:

- Each agreement not exceeding a total value of \$200,000 per annum; and
- Multi-year contracts not exceeding a total value of \$2,000,000.

Conditions and Exceptions:

Complies with Council Policy REC05 Community Lease and Licence Agreements of the Shire Assets (Facilities, Buildings and Land)
Compliance with Local Government Act 1995 s. 3.58(d), s. 6.26 and Local Government (Functions and General) Regulations 1996 r. 30(2)(b).

For leases/licenses for where the Shire is the Lessee (Crown or third party ownership of property), the lease is to be for a "peppercorn" amount or otherwise of a nominal cost to the Shire and may be suitably funded from the Shire's existing budget allocations.

CEO delegates to:

Executive Manager, Strategic and Economic Development

Delegation delegated by the CEO

That authority be delegated to the Executive Manager, Strategic and Economic Development to sign lease contracts for the Ocean View Caravan Park as required.

Reporting Requirements:

- Details of outcomes must be recorded in the Lease Register and must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

10 December 2014
15 July 2015
[19 July 2016](#)

PART 7

OTHER LEGISLATION

The Local Government may delegate, appoint and authorise Shire staff directly under the following Acts:

Building Act 2011

Bush Fires Act 1985

Cat Act 2011

Dog Act 1976

Food Act 2008

Liquor Control Act 1988

Residential Tenancy Act 1997

Strata Titles Act 1985

DRAFT

BUILDING ACT 2011

DA07-1

APPROVE OR REFUSE BUILDING PERMIT

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A permit authority to which a certified application or an uncertified application is made must grant the building permit if it is satisfied that the application is in accordance with subsections 20(1)(a) to (s).

A permit authority to which an application is made must not grant the building permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (s).

A permit authority to which an application is made may refuse to grant the building permit applied for if it appears to the permit authority that there is an error in the information provided for the application or in a document that accompanied the application

A permit authority to which an application is made must not grant a building permit if to do so would be inconsistent with subsections (2)(a) and (b).

Legislative Power or duty delegated:

Section 20 of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation:

To approve or refuse to approve plans and specifications submitted under section 20 of the Building Act 2011.

Conditions and Exceptions:

In undertaking the functions of this delegation, Building Surveyors must:

1. Be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995; and
2. With respect to uncertified applications, hold the appropriate qualification as set out under Regulation 6 of the Local Government (Building Surveyors) Regulations 2008.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-2

APPROVE OR REFUSE DEMOLITION PERMIT

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The permit authority to which an application for a demolition permit is made must grant the demolition permit if it is satisfied that the permit complies with subsections (1)(a) to (o).

A permit authority to which an application for a demolition permit is made must not grant the demolition permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (o).

Legislative Power or duty delegated:

Section 21 of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation:

To approve or refuse to approve plans and specifications submitted under section 21 of the Building Act 2011.

Conditions and Exceptions:

Delegation does not apply to places listed on the State's Register of Heritage Places or Council's Heritage Register, or to places classified by the National Trust.

In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-3

GRANT OF OCCUPANCY PERMIT OR BUILDING APPROVAL
CERTIFICATE

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A permit authority to which an application is made must grant or modify the occupancy permit or grant the building approval certificate applied for if it is satisfied that the application is in compliance with subsections 58(1)(a) to (l).

A permit authority to which an application is made must not grant or modify the occupancy permit or grant the building approval certificate applied for unless it is satisfied as to each of the matters mentioned in subsections (1)(a) to (l).

Legislative Power or duty
delegated:

Section 58 of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation:

To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.

Conditions and Exceptions:

In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-4

EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR
BUILDING APPROVAL CERTIFICATE

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A permit authority to which an application is made may extend the period in which the occupancy permit or modification, or the building approval certificate has effect and may do so even though the application was made after the expiration of the period.

Legislative Power or
duty delegated:

Section 65(4) of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation:

To approve, modify or refuse to approve applications submitted under Section 65 of the Building Act 2011.

Conditions and Exceptions:

In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-5

ISSUE AND REVOCATION OF BUILDING ORDERS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A permit authority may make an order (a building order) in respect of one or more of the following

-
- (a) particular building work;
- (b) particular demolition work;
- (c) a particular building or incidental structure, whether completed before or after commencement day.

A permit authority may, but notice in writing, revoke a building order at any time and must serve each person to whom the order is directed with a copy of the notice.

Legislative Power or duty delegated:

Section 110(1) Building Orders and Section 133 Prosecutions of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services

Delegation:

To make building orders pursuant to section 110 and revoke building orders pursuant to section 117 of the Building Act 2011.

Conditions and Exceptions:

Coordinator Building Approvals may:

- Refer notices to the Shire's Lawyer where it is considered appropriate; and
- Determine that an order is to remain in effect in accordance with section 117(2) of the Building Act 2011 where it is considered appropriate.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-6

NOTICES OF REQUIRED BUILDING ALTERATIONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

As per section 401 of the former provisions of the Local Government (Miscellaneous Provisions) Act 1960 a local government may, during or after the erection of a building in its district, give to the builder or owner of the building, written notice of anything, in the construction of the building —

- which tends to render the building unsafe or prejudicial to the public interest;
- which is not in compliance with, or is a departure from, the plans and specifications for the building, of which plans and specifications the approval of the local government has been obtained as required by this Act;
- which is a contravention of this Act; or
- which, where permission of the local government is required for carrying it out, has been carried out without that permission;

and requiring him to pull down or so alter the building as to remove the cause of the objection and on being served with the notice the builder or owner shall comply with the requisition, unless he applies to the State Administrative Tribunal under subsection (3) for a review of the decision to make the requisition and the State Administrative Tribunal sets aside the decision.

Legislative Power or duty delegated:

Section 401 of the former provisions of the Local Government (Miscellaneous Provisions) Act 1960

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to serve notice on the builder or owner requiring alterations to a building, subject to Section 190 of the Building Act 2011 and as per the former provisions of Section 401 of the Local Government (Miscellaneous Provisions) Act 1960. The delegation is only for a proceeding prior to the commencement of the Building Act.

Conditions and Exceptions:

The Executive Manager, Development and Regulatory Services may:

- Refer notices to the Shire's Lawyer where it is considered appropriate; and
- Determine that an order is to remain in effect in accordance with section 117(2) of the Building Act 2011 where it is considered appropriate.

CEO delegates to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of notices given must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-7

ENCROACHMENT OVER, ON, OR UNDER STREET

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Despite the Interpretation Act 1984 section 37(1) if, immediately before commencement day- a notice under section 400(3) of the former provisions was in effect.

Section 400(3) of the Local Government (Miscellaneous Provisions) Act 1960 states:

If, within 35 days after written notice by the local government to remove a building or part of a building or an awning, veranda, or balcony which is not erected, rebuilt, placed, or provided in conformity with the requirements of section 400, or to alter it so that as altered it will conform with those requirements, has been served on the owner or occupier of the building, it is not removed or so altered, the Magistrates Court may grant a warrant to the local government, authorising the local government forthwith to cause the building or the awning, veranda, or balcony, to the extent to which it so encroaches, to be taken down or altered to comply with those requirements and may make such order as to the costs of and incidental to the proceedings as the court thinks fit, and the local government, by its agents, servants and workmen may by authority of a warrant so granted, lawfully enter the land on which it stands and take down, and remove it, accordingly at the expense of the owner or occupier, and the local government may recover the amount of the expense of doing so from the owner or occupier in a court of competent jurisdiction, and a warrant so granted or an order so made is not subject to appeal.

Legislative Power or duty delegated:

Section 400 of the Local Government (Miscellaneous Provisions) Act 1960.

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to serve notice on the owner or occupier to remove part of a building encroaching over, on or under a street, subject to Section 189(4)(a) of the Building Act 2011 and as per section 400(3) of the former provisions from the Local Government (Miscellaneous Provisions) Act 1960.

Conditions and Exceptions:

Nil

CEO delegates to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-8

APPOINTMENT OF AUTHORISED PERSONS (SWIMMING POOL INSPECTORS)

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions of the Building Act 2011 and the Building Regulations 2012.

Legislative Power or duty delegated:

Section 93 (2)(d) of the Building Act 2011 and s.53 of the Building Regulations 2012.

Legislative power to delegate

Section 5.42 and section 5.44 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to appoint authorised persons for the purpose of inspecting private swimming pools and enforcing the provisions of the Act, subject to Regulation 54(2)* of the Building Regulations 2012.

**Regulation 52 (2): For the purposes of section 93(2)(d) a person who was an authorised person for the purposes of section 245A of the repealed provisions immediately before repeal day is to be taken to be an authorised person in relation to the inspection of private swimming pool enclosures for the period commencing on repeal day and ending on the day that is 5 years after that day.*

Conditions and Exceptions:

Governance to be advised of the appointment of all authorised persons.
External authorised organisations to be identified.

CEO delegates to:

Executive Manager, Development and Regulatory Services
Swimming Pool Inspector

Delegation delegated by the CEO

To exercise this delegated power.

Reporting Requirements:

- Details of all swimming pools inspected must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16
- Written delegations must be given and recorded in the Authorised Officers Register to meet legislative requirements (including personal file).

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-9

RECOVER THE CHARGE IMPOSED FOR PRIVATE SWIMMING POOL INSPECTION

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

A local government may recover the amount of a charge imposed under Regulation 53(2) of the Building Regulations 2012 in a court of competent jurisdiction in association with the previous provisions of the Local Government (Miscellaneous Provisions) Act 1960.

Legislative Power or
 duty delegated:

Section 9.71(2)(3) of the Local Government Act 1995 and subject to Regulation 53(2) of the Building Regulations 2012.

Legislative power to delegate

Section 5.42 and section 5.44 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Regulation 53(2) of the Building Regulations 2012

Conditions and Exceptions:

Nil

CEO Appoints:

Executive Manager, Corporate Services
 Executive Manager, Development and Regulatory Services
 Finance Manager

Appointment:

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the recovery and court action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16.

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

BUILDING ACT 2011

DA07-10

APPOINTMENT OF AUTHORISED PERSONS – BUILDING ACT 2011

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions of the Building Act 2011 and the Building Regulations 2012

Legislative Power or duty delegated:

Section 96 (3) of the Building Act 2011

Legislative power to delegate

Section 5.42 and section 5.44 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

Authority to appoint authorised persons for the purposes of the Building Act 2011 and the Building Regulations 2012 in relation to buildings and incidental structures located, or proposed to be located in the Shire's district.

Conditions and Exceptions:

The Delegation is subject to *section 100(2) of the Building Act 2011:*

"The authorised person is not entitled to enter a part of a place in use as a residence, except –

- a) with the consent of an adult occupier; or*
- b) under the authority of an entry warrant; or*
- c) to take action under section 118(2) in relation to a building order emergency); and*

Section 127 (3) of the Building Act 2011

(3) A delegation of a local government's powers or duties may be only to a local government employee"

CEO Appoints:

Executive Manager, Development and Regulatory Services
Compliance Officer

Appointment:

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the recovery and court action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1988
16 July 2002
17 June 2003
24 October 2006
19 February 2008
17 March 2009
24 June 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA022
28 February 2014
16 July 2014
15 July 2015
[19 July 2016](#)

BUSH FIRES ACT 1954

DA07-11

POWERS AND DUTIES – BUSH FIRES ACT 1954

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

All powers, duties and functions of the local government under the Bush Fires Act 1954.

Legislative Power or
duty delegated:

Bush Fires Act 1954

Legislative power to delegate

Section 48 – Delegation by local governments Bush Fires Act 1954

Delegation to:

Chief Executive Officer

Delegation:

No statutory power provided to sub-delegate s48(3)

Conditions and Exceptions:

Excludes powers and duties that:

- are prescribed in the Act with the requirement for a resolution by the local government
- are prescribed in the Act for performance by prescribed offices; or
- are subject to separate delegate authority within this register.

CEO delegates to:

N/A

Delegation delegated by the CEO

N/A

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

BUSH FIRES ACT 1954

DA07-12

PROHIBITED BURNING TIMES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Determine to vary Prohibited Burning Times, in accordance with s17(7) and (8), regarding:

- shortening, extending, suspending or reimposing a period of prohibited burning times; or
- imposing a further period of prohibited burning times.

Legislative Power or
duty delegated:

Bush Fires Act 1954

Legislative power to delegate

Section 17(10), Bush Fires Act 1954

Delegation to:

Chief Bush Fire Control Officer

Delegation:

No statutory power provided to sub-delegate s48(3)

Conditions and Exceptions:

1. The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.
2. Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.
3. A copy of the Gazette containing a declaration published under subsection (1) shall be received in all courts as evidence of the matters set out in the declaration.
4. Where the FES Commissioner considers that burning should be carried out on any land, the FES Commissioner may suspend the operation of a declaration made under subsection (1), so far as the declaration extends to that land, for such period as the FES Commissioner thinks fit and specifies and subject to such conditions as may be prescribed or as the FES Commissioner thinks fit and specifies.

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
20 March 2007
19 February 2008
17 March 2009
24 June 2009
17 February 2010
11 December 2013 PREVIOUSLY DA017
16 July 2014
15 July 2015
[19 July 2016](#)

BUSH FIRES ACT 1954

DA07-13

PROSECUTIONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Issue Infringement Notices.

Consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.

Note: s59A(3) and Bush Fires (Infringements) Regulations 1958, Reg.4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

Legislative Power or
duty delegated:

Bush Fires Act 1954
s59(3) Prosecution of Offences
s59A(2) Alternative Procedure – Infringement Notices

Legislative power to delegate

Section 59(3) – Delegation by local governments Bush Fires Act 1954

Delegation to:

Chief Bush Fire Control Officer
Fire Control Officers
All Rangers
Executive Manager, Development and Regulatory Services

Delegation:

No statutory power provided to sub-delegate s48(3)

Conditions and Exceptions:

Nil

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

15 September 1998
16 October 2001
17 June 200
24 October 2006
20 March 2007
19 February 2008
17 March 2009
24 June 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA016
16 July 2014
15 July 2015
[19 July 2016](#)

FOOD ACT 2008

DA07-14

DELEGATION TO CEO AND NOMINATED SHIRE OFFICERS AS
AUTHORISED OFFICERS UNDER THE FOOD ACT 2008

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Legislative Power or
duty delegated:

The Council delegates to the CEO authority to exercise all of the functions conferred or imposed on the Shire, as an enforcement agency, under and subject to s.118(2) of the Food Act.

Food Act 2008

s122 Appointment of Authorised Officers and s126 Infringement Notices

Legislative power to delegate

Section 118(2) of the Food Act 2008

Delegation to:

Chief Executive Officer

CEO Authorises:

The Chief Executive Officer appoints Authorised Officers, namely:

- Executive Manager, Development and Regulatory Services
- Environmental Health Officers as Authorised Officers for all food premise types and under the Food Act 2008

Conditions and Exceptions:

Powers under the Act limited to the following and the authorisation does not extend to the Financial Provisions of the Act:

The Executive Manager, Development and Regulatory Services and the Environmental Health Officers as the Designated Officer for the purposes of Section 126 of the Food Act 2008:

- 1) May, in a particular case, extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed;
- 2) May, whether or not the modified penalty has been paid, withdraw an infringement notice by sending the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn."

Environmental Health Officers:

- Section 38 Entry, inspection and seizure
- Section 126(2) Issuing of Infringement notices
- Section 62 Issuing of Improvement Notices

The power to prosecute any person is only exercised by agreement of the Executive Manager, Development and Regulatory Services

Reporting Requirements:

- Details of all authorised officers appointed must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

30 October 2011
11 December 2013 PREVIOUSLY DA047
16 July 2014
15 July 2015
[19 July 2016](#)

FOOD ACT 2008

DA07-15

ISSUE PROHIBITION ORDERS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An enforcement agency may serve a prohibition order on the proprietor of a food business if it believes that:

- (a) any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and
- (b)(i) The proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or
- (b)(ii) The issue of the order is necessary to prevent or mitigate a serious danger to public health.

An enforcement agency may instigate proceedings against an alleged offender for breach of the Food Act 2008. Proceedings for an offence under this Act may only be instituted –

- (a) unless paragraph (b) applies – within 12 months after the date on which the offence is alleged to have been committed; or
- (b) if the proceedings are in respect of a sample of food – within 6 months after the date on which the sample was obtained.

Legislative Power or duty delegated:

Section 65 of the Food Act 2008
Section 125 of the Food Act 2008

Legislative power to delegate

Section 118 of the Food Act 2008

Delegation to:

Chief Executive Officer
All Environmental Health Officers

Delegation:

Environmental Health Officers are delegated the power to issue prohibition orders in accordance with section 65 of the Food Act 2008;

Environmental Health Officers are delegated the power to initiate appropriate legal action in accordance with section 125 of the Food Act 2008.

Conditions and Exceptions:

The power to prosecute any person is only exercised by agreement of Chief Executive Officer in conjunction with advice from the Shire's Lawyer.

Reporting Requirements:

- Details of all prosecutions must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013 PREVIOUSLY DA047
16 July 2014
15 July 2015
[19 July 2016](#)

FOOD ACT 2008

DA07-16

CERTIFICATES OF CLEARANCE

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An enforcement agency, after making a prohibition order, must give a certificate of clearance if, after an inspection of the premises, part of the premises, vehicle or equipment, or the handling of food in the way or for the purpose, or the activities, specified in the order, the agency finds, by the agency's own inspection or the report of an authorised officer, that –

- (a) the premises are not, or the part of the premises, vehicle or equipment, or the handling of food by the food business in the specified way or for the specified purpose, or the carrying out of the specified activities is not, a serious danger to public health; and
- (b) the person on whom the prohibition order was served has complied with the prohibition order and any improvement notices served on the person.

An enforcement agency must give written notification to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection under Section 66 or 67.

Legislative Power or duty delegated:

Section 65 of the Food Act 2008
Section 67 of the Food Act 2008

Legislative power to delegate

Section 118 of the Food Act 2008

Delegation to:

Chief Executive Officer
All Environmental Health Officers

Delegation:

Environmental Health Officers are delegated the power to clear and remove a prohibition order in accordance with section 66 of the Food Act 2008, and to provide written notification as required with respect to any decision made not to issue a certificate of clearance following an inspection under either Section 66 or 67.

Conditions and Exceptions:

The power to prosecute any person is only exercised by agreement of the Chief Executive Officer.

Reporting Requirements:

- Details of all prosecutions must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

LIQUOR ACT 1988

DA07-17

AUTHORITY TO ISSUE CERTIFICATES UNDER SECTION 39 –
LIQUOR ACT 1988

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the local government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.

Legislative Power or
duty delegated:

Section 39 of the Liquor Control Act 1988

Legislative power to delegate

Section 39 of the Liquor Control Act 1988

Delegation to:

Executive Manager, Community Development
Executive Manager, Development and Regulatory Services
All Environmental Health Officers

Delegation:

To issue a certificate on behalf of the Shire, subject to section 39 of the Liquor Control Act 1988.

Conditions and Exceptions:

Nil

Reporting Requirements:

- Details of all certificates issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

27 March 2009
25 June 2009
30 October 2011
11 December 2013 PREVIOUSLY DA038
16 July 2014
15 July 2015
[19 July 2016](#)

STRATA TITLES ACT 1985

DA07-18

GRANTING OF A CERTIFICATE – FORM 26

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Issue prescribed Strata Title Local Government Certificate Form 26 Certificate of Approval under Section 25 of the Strata Titles Act 1985

Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (a) propose the creation of a vacant lot;
- (b) proposed vacant air strata in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to:
 - (i) a type of development; and/or
 - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

Legislative Power or
duty delegated:

Strata Titles Act 1985
s25 Certificate of Commission

Legislative power to delegate

Local Government Act 1995, Section 5.42 and section 5.44
Planning and Development Act 2005, Section 16(3)(e)
gazetted on 9 June 2009

Delegation to:

Executive Manager, Development and Regulatory Services
Principal Town Planner

Delegation:

The above Officers are delegated the power to grant a certificate by the local government, subject to Section 25 of the Strata Titles Act 1985.

Conditions and Exceptions:

A local government that exercises the power referred to in clause 1 above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

CATS ACT 1954

DA07-19

APPOINTMENT OF AUTHORISED PERSONS – CAT ACT 2011

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the Cat Act 2011.

Legislative Power or
 duty delegated:

Section 48 of the Cat Act 2011

Legislative power to delegate

Cat Act 2011

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint authorised persons for the purposes of performing particular functions under the Cat Act 2011.

Conditions and Exceptions:

Nil

CEO delegates to:

Executive Manager, Development and Regulatory Services
 All Rangers
 All Environmental Health Officers
 Customer Service Officers

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

DOG ACT 1976

DA07-20

CEO'S DELEGATED AUTHORITY AND APPOINTMENT OF
AUTHORISED PERSONS – DOG ACT 1976

Function to be performed:
*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may delegated to the CEO all powers under the Dog Act 1976 for the purposes of performing its operational functions and appoints persons or classes of persons to be authorised for the purposes of performing particular functions under the Dog Act 1976. Nothing in section 10AA limits the ability of a local government's Chief Executive Officer to perform a function through an officer or agent.

Legislative Power or
duty delegated:
Legislative power to delegate

Section 10AA, 10AB and 26(3) of the Dog Act 1976
Section 3.2 of the Shire of Ashburton Dogs Local Law 2012
Section 10AA, 10AB and 26(3) of the Dog Act 1976
Section 3.2 of the Shire of Ashburton Dogs Local Law 2012

Delegation to:

Executive Officer and nominate authorised officers under this Act.

Delegation:

The Chief Executive Officer is delegated the power to appoint authorised persons for the purposes of performing functions under the Dog Act 1976 and all powers under the Dog Act 1976 of which some key activities include:

- Establish and maintain dog management facilities (Section 11(1));
- Keep a register of dogs (Section 14(1));
- Grant exemption regarding the number of dogs that may be kept (Section 26(3));
- Approve kennel establishments (Section 27);
- Appoint persons to seize dogs (Section 29(1)); and
- Declare a dog to be a dangerous dog (Section 33E).

Conditions and Exceptions:

Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive Manager, Infrastructure Services or Executive Manager, Development and Regulatory Services.

The authorised officers (excepting the Customer Service Officers) are appointed to undertake the powers of an authorised person under the Dog Act 1976 the Dog Regulations 1976 and the Dog (Restricted Breeds) Regulations No 2 2002. The appointment includes the power of an authorised person to declare a dog to be a dangerous dog under section 33E of the Act.

Customer Service Officers are authorised only to perform functions which are limited to the registration of animals within the Shire.

CEO delegates to:

Executive Manager, Development and Regulatory Services
All Rangers
All Environmental Health Officers
Customer Service Officers

Delegation delegated by the CEO

The above are authorised for the purposes of performing particular functions under the Dog Act 1976.

Reporting Requirements:

- Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

RESIDENTIAL TENANCY ACT 1997

DA07-21

APPOINTMENT OF AUTHORISED PERSONS –RESIDENTIAL
TENANCY ACT 1997

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The Commissioner of the Residential Tenancy Act 1997 may delegate to any person any of his or her powers or functions, other than the power of delegation to exercise functions associated with the Residential Tenancy Act 1997.

Legislative Power or
duty delegated:

Section 9 of the Residential Tenancy Act 1997

Legislative power to delegate

Section 9 of the Residential Tenancy Act 1997

Delegation to:

Chief Executive Officer
Executive Manager, Strategic and Economic Development
Manager, Organisational Development

Delegation:

The Chief Executive Officer and Manager, Executive Manager, Strategic and Economic Development and Organisational Development are delegated the power as authorised persons for the purposes of performing functions under the Residential Tenancy Act 1997.

Conditions and Exceptions:

Nil

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

PART 8

SHIRE OF ASHBURTON TOWN PLANNING SCHEME

PLANNING AND DEVELOPMENT ACT 2005

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

DA08-1

CERTAIN PLANNING FUNCTIONS RELATING TO SHIRE OF ASHBURTON TOWN PLANNING SCHEME

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Assessing and determining applications for development approval;

All matters which arise out of the imposition of conditions on development approvals;

All matters delegated to the Shire under the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, or functions that the Shire is authorised to exercise under that Act and Regulations.

The Council may require the preparation and presentation of a report to Council as a prerequisite to:

- the Council's support for a proposal to rezone or reclassify land in the District;
- the Council's support for an application to subdivide or amalgamate lots;
- the Council's support for an application for a Local Development Plan, Activity Centre Plan, or Structure plan; or
- the Council's consideration of an application for Development Approval.

Legislative Power or duty delegated:

Shire of Ashburton Town Planning Scheme, Planning and Development (Local Planning Schemes) Regulations 2015, and Sections 5.45 and 5.46 of the Local Government Act 1995.

Legislative power to delegate

Shire of Ashburton Town Planning Scheme

Delegation to:

Chief Executive Officer

Delegation:

A. ADVERTISING AND DETERMINING APPLICATIONS FOR DEVELOPMENT APPROVAL

Power/Duty

1. Notification and Advertising of Applications for Development Approval

In accordance with the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 determine that a particular development application will be advertised and notify the applicant accordingly.

Determine those landowners and occupiers to whom notice of an application for Development Approval required to be advertised shall be provided pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015..

Determine the requirement for consultation with other of authorities for an application for Development Approval pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015..

2. Consideration of Applications for Development Approval

Determine applications for Development Approval made in accordance with the Shire of Ashburton Local Planning Scheme, Planning and Development (Local Planning Schemes) Regulations 2015 and/or Statement of Planning Policy No. 1 – Residential Design Codes, irrespective of whether objections have been received and impose conditions or grounds of refusal as required.

3. Determine requests for Amending or Revoking a Development Approval

Determine requests for Amending or Revoking a Development Approval made in accordance with the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 where the original permit was issued under delegated authority.

4. Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

B. ADVERTISING DEVELOPMENT PLANS, ACTIVITY CENTRE PLAN/S, OR STRUCTURE PLAN/S

Power/Duty

1. Determine whether or not an application for a Development Plan/s, Activity Centre Plan/s, or Structure Plan/s for assessment and advertising complies with the Shire of Ashburton Local Planning Scheme No. 7 and Planning and Development (Local Planning Schemes) Regulations 2015.

Consider the submitted Development Plan/s, Activity Centre Plan/s, or Structure Plan/s and notify the applicant if the Plan complies with the Shire of Ashburton Local Planning Scheme No. 7 and Planning and Development (Local Planning Schemes) Regulations 2015 or if further information is required prior to the Plan being accepted for assessment and advertising.

2. Notification and Advertising of Applications for a Development Plan/s, Activity Centre Plan/s, Structure Plan/s

Determine the requirement for advertising for public comment for Development Plan/s, Activity centre plan/s, and Structure Plan/s pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 and readvertising of modified Plan where necessary

3. Consideration of Applications for Local Development Plan/s, Activity Centre Plan/s, Structure Plan/s

Prepare report to the WAPC advising of Council's support or otherwise, including recommendations of proposed modification for Local Development Plan/s, Activity Centre Plan/s, Structure plan/s where no objections have been received pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015.

4. Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

Prior to determining any application adoption or endorsement of a Local Development Plan, Activity Centre Plan or Structure Plan, the delegate shall ensure that a copy of the respective Plan has been provided to all Councillors and for Councillors to be given a period of not less than fourteen (14) days to request the delegate to refer the respective Plan to Council for determination.

C. ADVERTISING EXTENSION FOR PLANNING SCHEME AMENDMENTS, LOCAL DEVELOPMENT PLANS, ACTIVITY CENTRE PLAN/S, STRUCTURE PLAN/S

Power/Duty

To extend the advertising period for planning scheme amendments and local development plans, where considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

D. SUBDIVISION AND DEVELOPMENT DESIGN

Power/Duty

To approve plans and impose Council's accepted Standards and Specifications on subdivisions and

developments and similar works done by the Shire.

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

E. CONSIDERATION OF WAPC REFERRALS OF APPLICATIONS FOR SUBDIVISION APPROVAL

Power/Duty

Pursuant to the Planning and Development Act 2005, provide comment to the Western Australian Planning Commission (WAPC) on matters associated with subdivision applications, proposed development plans (or similar) and licence applications.

F. CLEARANCE OF LOCAL GOVERNMENT CONDITIONS ASSOCIATED WITH SUBDIVISION APPROVAL

Power/Duty

Pursuant to the Planning and Development Act 2005 and where the WAPC has included conditions on a subdivision approval relevant to the Shire, determine the 'clearance' of a condition designated (LG) in a subdivision approval issued by the WAPC.

G. ISSUE OF CERTIFICATES (STRATA TITLES).

Power/Duty

Pursuant to the provisions of Section 23 of the Strata Titles Act 1985, the Executive Manager, Development and Regulatory Services and/or the Principal Town Planner is authorized to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, where in the opinion of the Executive Manager, Development and Regulatory Services and/or the Principal Town Planner:

The buildings shown on the strata plan are first inspected to ensure compliance with town planning, health and engineering requirements as provided for in the Shire of Ashburton Local Planning Scheme and Residential Design Codes and Shire Policies; and

The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.

H. DIRECTIONS REGARDING UNAUTHORIZED DEVELOPMENT

Power/Duty

To give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action.

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

I. RESPONSIBLE AUTHORITY REPORTS TO THE DEVELOPMENT ASSESSMENT PANEL

Power/Duty

To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning & Development (Development Assessment Panels) Regulations 2011.

Conditions

The Chief Executive Officer is to advise Councillors of the lodgement of a Pilbara JDAP application in the 'Councillors Information Bulletin' and report to Council at the earliest opportunity, the outcome of the Pilbara JDAP decision.

Conditions and Exceptions:

This Delegation does not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

CEO delegates to:

Executive Manager, Development and Regulatory Services
Principal Town Planner
Town Planner
Compliance Officer

Delegation delegated by the CEO

The Executive Manager, Development and Regulatory Services, the Principal Town Planner, and Town Planner are delegated the power to take action for the administration and implementation of Town Planning Scheme.

The Compliance Officer is authorised under Part 9 – Administration, 9.1 Powers of the Scheme: (c) An officer of the Local Government, authorised by Local Government for the purpose, may at all reasonable times and with such assistance as may be required, enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being observed.

Reporting Requirements:

- Details of all approvals given and actions taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Award letter or other approved recording method must be recorded in Synergy File GV01.16

Details of Review:

24 October 2006
19 February 2008
17 March 2009
24 June 2010
17 February 2010
30 October 2011
11 December 2013
11 December 2013 (REVISED DA28 and DA35)
16 July 2014
15 July 2015
15 March 2016

PART 9

COMMUNITY RELATIONSHIPS AND LOCAL LAWS AND REGULATIONS

DRAFT

DA09-2

AUTHORITY TO APPROVE DONATIONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Authority to approve donations in accordance with the provision of Council's REC08 Community Donations, Sponsorships and Funding Policy and FIN05 Fees and Charges Schedule Policy.

Authority to approve donations of goods and services for events (e.g. to donate refuse site gate fees or chairs/tables).

Legislative Power or
duty delegated:

Section 6.7(2) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Policy:

REC08 Community Donations, Sponsorships and Funding Policy
FIN05 Fees and Charges Schedule Policy;

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to approve donations, sponsorship and waive fees and charges, subject to section 6.7(2) of the Local Government Act 1995.

Conditions and Exceptions:

Subject to –

- ☐ conditions contained in Council's REC08 Community Donations, Sponsorships and Funding Policy and FIN05 Fees and Charges Schedule Policy;
- ☐ funding being allocated in the Annual Budget

CEO delegates to:

Executive Manager, Community Development

Delegation delegated by the CEO

The CEO authorises the Executive Manager, Community Development to approve donations, sponsorship and waive fees and charges, subject to section 6.7(2) of the Local Government Act 1995.

Reporting Requirements:

- Details of all donations made on behalf of the Shire must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016

LOCAL LAWS

DA09-3

PARKING AND PARKING FACILITIES LOCAL LAW – AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be delegated for the purpose of performing particular functions.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Parking and Parking Facilities Local Law.

Legislative power to delegate:

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is authorised to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person under Section 1.4 of the Parking and Parking Facilities Local Law 2013.

CEO authorises:

Executive Manager, Infrastructure Services
Executive Manager, Corporate Services
Executive Manager, Development and Regulatory Services
Manager, Environmental Health and Ranger Services

Authorisation by the CEO:

The CEO authorises to the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2015](#)

LOCAL LAWS

DA09-4

LOCAL GOVERNMENT PROPERTY LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Delegate the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law

Legislative Power or
 duty delegation:

Powers of the local government as prescribed in the Local Government Property Local Law 2013.

Legislative power to delegate:

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995

Conditions and Exceptions:

1. Delegates the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Delegates the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law, subject to the following –
 - the CEO may refer any matter, at his discretion, for decision of the Council;
 - the Council is to be provided details of any prosecutions under the Local Law;
 - only the Council is to –
 - i. make a determination under Part 2;
 - ii. enter into an agreement with a permit holder in respect of ownership of materials in a building (Part 3);
 - iii. restrict use of the airport through a designation under Division 5;
 - iv. hear an objection under Part 8;
 - v. appoint authorised persons who are not employees under section 9.10 of the Act.

CEO authorises:

Executive Manager, Infrastructure Services
 Executive Manager, Corporate Services
 Executive Manager, Development and Regulatory Services
 All Environmental Health Officers
 All Ranger
 Waste Coordinator

Authorisation: by the CEO

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

LOCAL LAWS

DA09-5

LOCAL GOVERNMENT PROPERTY LOCAL LAW – AGREEMENTS, APPROVALS, SETTING ASIDE AND APPLICATIONS

Function to be performed:
*This text is provided as a reference only.
 Delegators shall only act in full
 understanding of the delegated statutory
 power, inclusive of conditions [see below].*

Under the Local Government Property Local Law 2013 the local government may enter into agreements and grant approvals for use of local government property, grant applications for hire and set aside property for a specific use or uses.

Legislative Power or
 duty delegation:

Powers of the local government as prescribed in the Local Government Property Local Law 2013.

Legislative power to delegate:

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to make decisions on behalf of the Shire in relation to its Local Government Property Local Law 2013.

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

Subject to Council's policies related to this delegation.

CEO authorises:

Executive Manager, Infrastructure Services
 Executive Manager, Corporate Services
 Executive Manager, Development and Regulatory Services
 Manager, Environmental Health and Ranger Services

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- Details of all action taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
[19 July 2016](#)

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LOCAL LAWS

DA09-6

EXTRACTIVE INDUSTRIES LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

That Council:

1. Authorise determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Authorise the administration of this Local Law including any enforcement action and collection of the annual licence fee to the Chief Executive Officer,

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Extractive Industries Local Law.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

That Council:

1. Authorise determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.
3. Authorise the administration of this Local Law including any enforcement action and collection of the annual licence fee to the Chief Executive Officer, but that the exercise of the following powers be reserved to the Council –
 - i. issue or refusal of a licence under Part 3.1(2)*;
 - ii. determination of a licence period under Part 3.1(3);
 - iii. cancellation of a licence under Part 4.2(1); and
 - iv. renewal or refusal to renew a licence under Part 4.3(4).

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person under the Extractive Industries Local Law 2013.

CEO authorises:

Executive Manager, Infrastructure Services
Executive Manager, Corporate Services
Executive Manager, Development and Regulatory Services

Authorised by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013
16 July 2014
15 July 2015
[19 July 2016](#)

LOCAL LAWS

DA09-7

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND
TRADING LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Delegation of the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Activities on Thoroughfares and Public Places and Trading Local Law.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995

Conditions and Exceptions:

1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Authorise the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law is subject to the following –
 - The CEO may refer any matter, at his discretion, for decision of the Council;
 - The Council is to be provided details of any prosecutions under the Local Law;
 - Only the Council is to –
 - i. adopt or vary policy containing conditions subject to which an application for a permit may be approved under Part 2;
 - ii. hear an objection (Part 7); and
 - iii. appoint authorised persons who are not employees under section 9.10 of the Act;

CEO authorises:

Executive Manager, Infrastructure Services
Executive Manager, Corporate Services
Executive Manager, Development and Regulatory Services
Principal Town Planner
Compliance Officer
All Environmental Health Officers
All Rangers

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

11 December 2013 PREVIOUSLY DA021
16 July 2014
15 July 2015
[19 July 2016](#)

REGULATIONS

DA09-8

LOCAL GOVERNMENT (PARKING FOR PEOPLE WITH DISABILITIES)
REGULATIONS 2014

Function to be performed:
*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purpose of performing particular functions. The regulations apply as if they were local laws.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Local Government (Parking for People with Disabilities) Regulations 2014.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.

CEO delegates:

Executive Manager, Infrastructure Services
Executive Manager, Corporate Services
Executive Manager, Development and Regulatory Services
Manager, Environmental Health and Ranger Services
Emergency Management Coordinator
All Rangers

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

21 November 2014
15 July 2015
[19 July 2016](#)

LOCAL LAW

DA09-10

SHIRE OF ASHBURTON FENCING LOCAL LAW 2014 – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purpose of performing particular functions in the administration of this Local Law including the determination of forms to be used in administering the Local Law to the Chief Executive Officer and any enforcement action and collection of fees to the Chief Executive Officer.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Fencing Local Law.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions in the administration of this Local Law including determination of forms to be used in administering the Local Law to the Chief Executive Officer and any enforcement action and collection of fees, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.

CEO authorises to:

Executive Manager, Infrastructure Services
Executive Manager, Corporate Services
Executive Manager, Development and Regulatory Services
Emergency Management Coordinator
Compliance Officer

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.16

Details of Review:

24 November 2014
15 July 2015
[19 July 2016](#)

PART 10

DELEGATIONS BY RESOLUTION

DA10-01

SPECIFIC DELEGATIONS OF COUNCIL (RESOLUTIONS)

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

When a Council resolution states an action to be performed into the future are delegated to the CEO, the resolution should stay on the OCM Status Report until such time as the action is finalised including any actions exercising options to extend contracts.

Legislative Power or
duty delegation:

Local Government Act 1995

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to performing particular functions in the administration of an OCM Resolution determination subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.

This Delegation does not get recorded on CEO 078 as this is a Resolution of Council already recorded via the Agenda Item.

CEO delegates to:

N/A

Delegation by the CEO:

N/A

Reporting Requirements:

- The Resolution of Council is automatically recorded in Synergy under the appropriate File Number (Agenda and Minutes) record to meet legislative requirements.
- Elected members must be informed of resolution status via the Status Report at each OCM in Agenda Item via the Executive Officer.
- The resolution will remain on the Status Report until such time it is finalised.

Details of Review:

24 November 2014
15 July 2015
[19 July 2016](#)

COUNCIL APPROVED AUTHORISATIONS

Register 20165



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COUNCIL APPROVED AUTHORISATIONS

These Acts do not contain a head of power to **delegate**.

Council **authorises** the appropriate staff to undertake the functions to be performed under each Act.

ABORIGINAL HERITAGE ACT 1972

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

CEMETERIES ACT 1986

CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994

HEALTH ACT 1911

LITTER ACT 1979

SPEAR-GUNS CONTROL ACT 1955

*ABORIGINAL HERITAGE ACT 1972***CAA01-1 APPLICATIONS FOR USE OF LAND UNDER SECTION 18 OF
THE ABORIGINAL HERITAGE ACT 1972**

Function to be performed: Make application to the Aboriginal Cultural Heritage Committee to use land for a purpose which, unless the Minister gives his consent under Section 18 of the Aboriginal Heritage Act 1972 (the Act), would be likely to result in a breach of section 17 of the Act in respect of any Aboriginal site that might be on the land.

*This text is provided as a reference only.
Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].*

Legislative Power or duty Authorised: Section 18 of the Aboriginal Heritage Act 1972

Legislative power to Authorise Section 5.41(i) of the Local Government Act 1995

Authorisation to: Chief Executive Officer

Authorisation: To make applications under section 18 of the Aboriginal Heritage Act 1972 in relation to land owned or managed by the Shire.

Conditions and Exceptions: N/A

Chief Executive Officer Authorises to: N/A

Authorisation Authorised by the CEO N/A

Reporting Requirements: Details of actions taken under this Authorisation are to be retained on the appropriate file or record.

Financial Interest Return Required - No

Details of Review: 11 December 2013
21 July 2014
15 July 2015
[19 July 2016](#)

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

CAA01-2 APPOINTMENT OF AUTHORISED PERSONS – CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

Function to be performed:

This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].

A local government —

- (a) may appoint such persons to be authorised persons for the purposes of this Act as the local government considers necessary; and
- (b) must issue each person appointed under paragraph (a) with an identity card, in the prescribed form, certifying that the person is an authorised person under this Act.

Legislative Power or duty Authorised:

The powers of a “authorised person” under the Caravan Parks and Camping Grounds Act 1995 and the Caravan and Camping Grounds Regulations 1997.

Legislative power to Authorise

Section 17(1) of the Caravan Parks and Camping Grounds Act 1995

Appointed as Authorised Person

For the purposes of Division 1 of Part 2 and Sections 22 and 23(5) and (7) of the Caravan Parks and Camping Grounds Act 1995:-

- Chief Executive Officer
- Executive Managers
- Environmental Health Officers
- ~~Building~~ Compliance Officer
- Project Officers (Onslow)
- Manager, Caravan Park (Onslow)

For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995:-

- All Environmental Health Officers
- All Rangers
- Compliance Officer
- Project Officers (Onslow)
- Manager, Caravan Park (Onslow)

Conditions and Exceptions:

The Environmental Health Officers, Compliance Officer, Project Officer (Onslow), Manager, Caravan Park (Onslow) and Rangers are empowered to sign such documents, issue notices and initiate appropriate legal action on behalf of the Shire when a breach of the said Act and related legislation warrants such action provided that the power to prosecute any person is only exercised by agreement of the Executive Managers.

Reporting Requirements:

Any actions taken or notices issued are to be recorded on the appropriate file or record. Copies of applications, licences and notices are to be recorded on the appropriate file or record.

Financial Interest Returns Required – Yes

Details of Review:

11 December 2013
21 July 2014
15 July 2015
[19 July 2016](#)

CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

CAA01-3 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978 –
APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Authorisers shall only act in full
understanding of the authorised statutory
power, inclusive of conditions [see below].*

A local government may by resolution appoint —

- any employee of the local government; and
- where the Minister by notice published in the *Government Gazette* authorises the local government to do so, any member of the council of that local government, to be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.

Legislative Power or
duty of the appointment

Powers of an authorised officer for the purposes of the Control of Vehicles (Off-road Areas) Act 1978 and the Control of Vehicles (Off-road Areas) Regulations 1979 for the whole of the district of the Shire.

Legislative power to
Authorise

Section 38(3) of the Control of Vehicles (Off-road Areas) Act 1978

Appointed as Authorised
Person

Chief Executive Officer
Executive Manager, Infrastructure Services
Executive Manager, Development and Regulatory Services
~~Manager, Environmental Health and Ranger Services~~
~~All Rangers~~
Compliance Officer

Appointment

A person who is appointed as an authorised officer —

- (a) has within the area of jurisdiction entrusted to him by the appointment the duties and powers of an authorised officer under this Act, and may exercise such powers within that area;
- (b) may exercise the powers conferred upon him by this Act in relation to any person or vehicle which he has reason to believe is concerned in a contravention of this Act notwithstanding that such person or vehicle is not then within the area of jurisdiction entrusted to him if that person or vehicle was pursued from that area or is known to have been in that area at the time of the contravention;
- (c) may, for the purposes of this Act in the course of his duty, enter on any land or, using only such force as is necessary, may enter a vehicle for the purpose of removing it.

Conditions and Exceptions:

Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive Manager, ~~Infrastructure Services or Executive Manager~~, Development and Regulatory Services having regard for the Shire's Withdrawal of Infringement Notice Management Procedure.

Reporting
Requirements:

Register of, and review of, Authorisations

- (1) The chief executive officer of a local government is to keep a register of
 - (a) Authorisations made under section 10AA(1); and
 - (b) further Authorisations made under the authority of an Authorisation made under section 10AA(1).

- (2) At least once every financial year —
- (a) Authorisations made under section 10AA(1); and
 - (b) further Authorisations made under the authority of an Authorisation made under section 10AA(1), are to be reviewed by the Council.

Financial Interest Returns Required – Yes

Details of Review:

11 December 2013 PREVIOUSLY DA013
 21 July 2014
 15 July 2015
[19 July 2016](#)

*SPEAR-GUNS CONTROL ACT 1955***CAA01-4 SPEAR-GUNS CONTROL ACT 1955 - APPOINTMENT OF INSPECTORS**

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	In this Act unless the context requires otherwise — “Inspector” means any member of the Police Force of the State and any fisheries officer referred to in the Fish Resources Management Act 1994, and in the application of this Act in a prohibited area that comprises an area vested in or under the care, control and management of a local government, includes any person appointed by that local government as an inspector;
Legislative power or duty of appointment	The powers of an Inspector under the Spear-guns Control Act 1955.
Legislative power to appoint	Section 3 of the Spear-guns Control Act 1955
Appointed as Authorised Person	Chief Executive Officer Executive Manager, Development and Regulatory Services Manager, Environmental Health and Ranger Services All Rangers Compliance Officer
Appointment	The powers of an Inspector under the Spear-guns Control Act 1955 within the district of the Shire.
Reporting Requirements:	Appointment to be in writing and a copy kept on the Officers personal record. Details of exercising the Authorisation are to be recorded on the appropriate file or record. <i>Financial Interest Returns Required – No</i>
Details of Review:	11 December 2013 21 July 2014 15 July 2015 19 July 2016

HEALTH ACT 1911

CAA01-5 HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS TO ISSUE OF LICENSES, REGISTRATIONS AND CONSENT

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	Under the Local Law 2013 the Shire may issue and revoke licenses and registrations for food businesses, register Lodging Houses and consent to the establishment of Offensive Trades.
Legislative Power or duty Authorised:	As prescribed in the Shire's Health Local Law 2013.
Legislative power to Authorise	Section 26 of the Health Act 1911
Appointed as authorised person: <div style="border-left: 1px solid black; height: 40px; margin-left: 10px;"></div>	Chief Executive Officer Executive Manager, Development and Regulatory Services All Environmental Health Officers Rangers Compliance Officer
Appointment:	The above Officers are appointed to exercise and discharge all of the powers and functions of the Health Local Law 2013.
Conditions and Exceptions:	Approvals must meet all the requirements of the Health Local Law, Town Planning Scheme and Building Code. Setting of annual fees under sections 6.16 and 6.19 of the Local Government Act 1995 is excluded.
Reporting Requirements:	Details of the licenses and registrations approved and consent given must be in writing and recorded in the appropriate record to meet legislative requirements. <i>Financial Interest Returns Required - No</i>
Details of Review:	11 December 2013 21 July 2014 15 July 2015 19 July 2016

HEALTH ACT 1911

CAA01-6 HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	Under the Health Local Law 2013 the Shire may appoint persons to exercise and discharge the powers and duties of an authorised person under the Local Law.
Legislative Power or duty Authorised:	As prescribed in the Shire's Health Local Law 2013.
Legislative Power to Authorise:	Section 26 of the Health Act 1911
Appointed as Authorised Person:	Environmental Health Officers Rangers Compliance Officer
Appointment:	The above Officers are appointed to exercise and discharge all of the powers and functions of the Health Local Law 2013.
Conditions and Exceptions:	Nil
Reporting Requirements:	Details of the authorisations must be in writing and all actions taken recorded in the appropriate record to meet legislative requirements (including personal file). A copy of the written authorisation to be forwarded to Governance Officer for recording in the Authorised Officers Register. <i>Financial Interest Returns Required - No</i>
Details of Review:	15 September 1998 17 June 2003 24 October 2006 19 February 2008 17 March 2009 17 February 2010 30 October 2011 11 December 2013 PREVIOUSLY DA044 21 July 2014 15 July 2015 19 July 2016

FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994

CAA01-7 FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994 – APPOINTMENT OF PROSECUTION OFFICERS

Function to be performed:

*This text is provided as a reference only.
Authorisers shall only act in full
understanding of the authorised statutory
power, inclusive of conditions [see below].*

- (1) For the purposes of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this Part applies.
- (2) The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.
- (3) A prosecuting authority at any time may amend the written notice of designated prosecuting officers.

**Legislative Power or
duty Authorised:**

Section 13 of the Fines Penalties and Infringement Notices Enforcement Act 1994.

**Legislative power to
Authorise:**

Section 13(2) of the Fines, Penalties and Infringement Notices Enforcement Act 1994.

**Appointment of authorised
persons:**

Chief Executive Officer
Executive Manager, Infrastructure Services
Executive Manager, Development and Regulatory Services
~~All~~ Environmental Health Officers
~~All~~ Rangers
~~Compliance Officer~~ [Emergency Management Coordinator](#)

Appointment:

The CEO is Authorised the power to provide written notice to the Registrar designating those officers that are prosecution officers for the purposes of sections 16 and 22 of the Fines, Penalties and Infringement Notices Enforcement Act 1994.

Conditions and Exceptions:

In relation to local laws the designation allows -Signing of Enforcement Certificates to initiate prosecution(Section 16);

Signing of Withdrawal of Proceedings Notices (Section 2) for those matters already registered with Fines Enforcement;

**Reporting
Requirements:**

Details of all decision made must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Returns Required - Yes

Details of Review:

11 December 2013
21 July 2014
15 July 2015
[19 July 2016](#)

*LITTER ACT 1979***CAA01-8 APPOINTMENT OF AUTHORISED PERSONS – LITTER ACT 1979****Function to be performed:**

*This text is provided as a reference only.
Authorisers shall only act in full
understanding of the authorised statutory
power, inclusive of conditions [see below].*

For the purposes of this Act an authorised officer is —

- (a) any member of the Police Force;
- (b) any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;
- (c) within the district of a local government, any person who is —
 - (i) a member of the council of the local government;
 - (ii) an employee of the local government; or
 - (iii) an honorary inspector appointed by the local government under section 27AA.

**Legislative power or
duty of appointment**

The powers of an authorised officer under the Litter Act 1979 and the Litter Regulations 1981.

**Legislative power to
Authorise**

Section 26 of the Litter Act 1979

**Appointed as Authorised
Person**

All elected members.
All shire employees with delegated authority

Conditions and Exceptions:

Those persons appointed do not have the authority to withdraw infringement notices (subject to Authorisation 12.6).

**Reporting
Requirements:**

Details of exercising the Authorisation must be recorded in the appropriate record to meet legislative requirements.

*Financial Interest Returns Required – No***Details of Review:**

11 December 2013 PREVIOUSLY DA014
21 July 2014
15 July 2015
[19 July 2016](#)

*LITTER ACT 1979***CAA01-9 APPOINTMENT OF AUTHORISED PERSONS TO WITHDRAW
INFRINGEMENT NOTICES - LITTER ACT 1979****Function to be performed:**

*This text is provided as a reference only.
Authorisers shall only act in full
understanding of the authorised statutory
power, inclusive of conditions [see below].*

(4) An infringement notice may, whether or not the prescribed penalty has been paid, be withdrawn, at any time within 28 days after the service of the notice, by the sending of a notice, in the prescribed form, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded.

(4a) A withdrawal notice sent under subsection (4) shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.

**Legislative power or
duty of appointment**

To sign withdrawal of infringement notices under section 30(4) of the Litter Act 1979.

**Legislative power to
Authorise**

To sign withdrawal of infringement notices under section 30(4) of the Litter Act 1979.

**Appointed as Authorised
Person**

[Chief Executive Officer](#)
Executive Manager, Infrastructure Services
[Executive Manager, Corporate Services](#)
Executive Manager, Development and Regulatory Services

**Reporting
Requirements:**

Details of withdrawal notices made must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Returns Required – No

Details of Review:

11 December 2013
21 July 2014
15 July 2015
[19 July 2016](#)

CEMETERIES ACT 1986

CAA01-10 APPOINTMENT OF AUTHORISED PERSONS – CEMETERIES
ACT 1986

<p>Function to be performed:</p> <p><i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>A Board means a cemetery board established under Section 7 or deemed to have been established under this Act and in relation to a cemetery means the Board responsible for the care, control and management of that Cemetery.</p>
<p>Legislative Power or duty Authorised:</p>	<p>Under Sections 10 and 47 of the Cemeteries Act 1986 –</p> <ul style="list-style-type: none"> • A Board may authorise funds to be expended for the performance of any of the functions or any other purpose approved by the Minister; • A Board may appoint such employees, either full time or part time, as it considers necessary to enable it to carry out its functions; and • A Board may engage under contract for services such professional and technical and other assistance as it considers necessary to enable it to carry out its functions.
<p>Legislative Power or duty authorisation:</p>	<p>Powers of the local government as prescribed in the Parking and Parking Facilities Local Law.</p> <p>Section 9.10 of the Local Government Act 1995</p>
<p>Legislative power to Authorise</p>	<p>Section 10 and Section 47 of the Cemeteries Act 1986</p>
<p>Appointed as Authorised Person</p>	<p>The Board shall consist of:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager, Corporate Services • Administration Manager, Corporate Services • Corporate Services Support Officer (Onslow)
<p>Conditions and Exceptions:</p>	<p>Nil</p>
<p>Reporting Requirements:</p>	<p>Any actions taken or notices issued are to be recorded on the appropriate file or record.</p> <p><i>Financial Interest Returns Required - No</i></p>
<p>Details of Review:</p>	<p>11 December 2013 21 July 2014 15 July 2015 19 July 2016</p>

Policy No: CORP_ORG



Policy Name:	FIN04 BUY LOCAL – REGIONAL PRICE PREFERENCE
File No:	GV20
Policy Purpose:	The purpose of the Shire of Ashburton's 'Buy Local' Policy is to promote local business partnerships within the Shire of Ashburton by giving preferential consideration to local suppliers when considering the provision of goods and services.
Principles / Framework:	10 Year Community Strategic Plan 2012-2022 Goal 02 – Enduring Partnerships Objective 01 – Strong Local Economies Objective 02 – Enduring Partnerships with Industry and Government
Application:	All Staff
Statutory Environment:	Local Government Act 1995 Section 2.7(2)(a) & (b) Section 6.5(a) Local Government (Financial Management) Regulation 11 Local Government Act (Functions & General) Regulations 1996 Part 4A FIN12 Procurement Policy
Approval Date:	Ordinary Meeting of Council 18 November 1997 Ordinary Meeting of Council 16 June 2010 Ordinary Meeting of Council 19 November 2014 Ordinary Meeting of Council 22 November 2016

DEFINITIONS

- ~~For the purpose of this Policy, the "Region" is specified as the geographical area which comprises the whole of the Shire of Ashburton.~~
- ~~"Local Industry" is defined in this Policy as being a business/organisation substantially trading from a recognised business address within the region. This Policy requires the businesses to have been operating out of the local premises for a continuous period of not less than six months.~~

<i>Price Preference</i>	It is the application of a discount to the price when comparing tendered prices only, so as to give a marginal advantage to a regional tenderer. It doesn't refer to the price that is to be accepted.
<i>Regional</i>	is specified as the geographical area which comprises the whole of the Shire of Ashburton.
<i>Regional Tenderer</i>	As defined under the <i>Local Government (Functions and General) Regulations 1996 S 24B(2)</i> is a supplier that has been operating a business continuously out of premises within the Shire of Ashburton for at least six (6) months and submits a tender for the supply of goods and/or services.
<i>Regional Content Preference</i>	Incentive for businesses/contractors outside the Shire of Ashburton to purchase goods, services and construction from within the Shire. Travel and accommodation costs are not included.

Policy No: CORP_ORG



POLICY CONTENT

The Shire of Ashburton will encourage local industry to do business with Council by providing incentive through the adoption of a Regional Price Preference advantage in conjunction with standard tender consideration.

The Price Preference will apply to suppliers who are based in, and operate from the Shire of Ashburton in relation to all tenders and quotations invited by the Shire of Ashburton for the supply of goods and services and construction (building) services, unless the tender or quotation document specifically states otherwise, providing they are competitive in regard to specification, service, delivery and price and that such preference does not contravene the National Competition Policy.

The preference applies to the value of the goods, materials or services sourced and used.

Regional Price Preference Calculation

The following levels of preference will be applied under this Policy:

1.1 Goods and Services

- ~~A 10% price preference, from Nil to a maximum of \$19,999 applies to goods and services sourced and used in the Shire of Ashburton;~~
- ~~A 5% price preference, from \$20,000 to a maximum of \$99,999 applies to goods and services sourced and used in the Shire of Ashburton.~~

Construction, including Housing and Public Buildings

- ~~A 10% price preference, from Nil to a maximum of \$49,999 applies to all construction conducted by the Shire of Ashburton;~~
- ~~A 5% price preference, from \$50,000 to a maximum of \$99,999 applies to all construction conducted by the Shire of Ashburton.~~

The following levels of preference will be applied under this policy:

- **Goods or Services up to a maximum price reduction of \$50,000:**
10% to businesses located within the Shire of Ashburton
- **Construction (building) services up to a maximum price reduction of \$50,000:**
5% to businesses located within the Shire of Ashburton
- **Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000, if Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by Council:**
10% to businesses located within the Shire of Ashburton

1.2 Regional Business Preference

This preference enables businesses/contractors within the Shire of Ashburton to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

To qualify as a local business/contractor, a supplier must meet the following conditions:

- A permanent office in the Shire of Ashburton for at least six months. *Local Government (Functions and General) Regulations 1996* states that the six month calculation is based on from when the tender period closes.

Policy No: CORP_ORG



- Have permanent staff based in the Shire of Ashburton
- That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location in the Shire of Ashburton

The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.1 of this policy.

1.3 Regional Content Preference

This preference provides an incentive for businesses/contractors outside the Shire of Ashburton to purchase goods, services and construction from within the Shire of Ashburton.

The preference applies to the value of the goods, materials or services purchased and used in the Ashburton region, and are referred to as *Regional Content*. The preference percentages are as set out in section 1.1 of this policy.

Regional Content limitations for suppliers based outside the Shire of Ashburton are:

- Some or all of the goods, materials or services are to be supplied from regional sources. In this instance, the preference only applies to that part of the tender or quote that has been supplied from regional sources which needs to be specified in the tender submission.
- Suppliers who can demonstrate that they are suppliers of materials made from recycled products or materials that could be recycled if the recycled products or materials are not available locally.
- Businesses outside of the local prescribed area who claim that they will use regional business in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have actually used them.

1.4 Scope

It should be noted that price is only one factor to be considered when the Shire assesses quotations and tender submissions. Value for Money principles will be used to achieve the best possible outcome for every dollar spent by the Shire of Ashburton. This is achieved by assessing against weighted Evaluation Criteria rather than simply selecting the lowest purchase price.

Kerry White

(Signature)

Signed

(Print Name)

Shire President**Monitor and Review:****Last Review Date:****Next Review Date:****Review Period:**

Executive Manager, Corporate Services

~~19-22~~ November 201~~6~~₄~~2020~~₁₈

4 years

This policy is to remain in force until otherwise determined by the Council or superseded.



Government of Western Australia
Department of Fire & Emergency Services



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF
FIRE AND EMERGENCY SERVICES**

AND

SHIRE OF ASHBURTON

AND

SHIRE OF EAST PILBARA

AND

SHIRE OF EXMOUTH

AND

CITY OF KARRATHA

AND

TOWN OF PORT HEDLAND

FOR

**MANAGEMENT AND CONTROL
OF BUSH FIRE BRIGADES AND BUSH FIRE AND
EMERGENCY SERVICES IN THE PILBARA REGION OF
WESTERN AUSTRALIA**

1. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to document an agreement between the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland (collectively the **local governments**) and the Department of Fire and Emergency Services (DFES) for the purpose of DFES assisting the local governments to carry out their responsibilities for management and control of bush fire brigades and bush fire response within the Pilbara region under the *Bush Fires Act 1954*. These arrangements will address administration, management, training and incident response activities.

This MOU does not constitute and shall not be deemed to constitute any legally binding or enforceable obligations or relations between the parties. This MOU is instead a non-legally binding and unenforceable statement of current intent.

2. DEFINITIONS & INTERPRETATION

In this MOU:

BF Act means *Bush Fires Act 1954*

FES Commissioner means the Fire and Emergency Services Commissioner referred to in section 3 of the *Fire and Emergency Services Act 1998*

Local Governments means the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland and includes all agents or contractors working for or under the control of the Shire of Ashburton, the Shire of East Pilbara, the Shire of Exmouth, the City of Karratha and the Town of Port Hedland.

Words or phrases used in this MOU, and defined in the BF Act, shall bear the same meaning attributed to them in the BF Act.

3. MOU OBJECTIVES

The intent of this arrangement will be for the Local Governments to work collaboratively with the FES Commissioner during the trial so as to consider and reach a conclusion on the following objectives at the completion of the trial period -

- a) the appropriateness of a centralised emergency management agency, and the handover of all firefighting capability, to the control of the Department of Fire and Emergency Services; and
- b) amendments to legislation (or other agreements as required).

While the Local Governments will work with the Department of Fire and Emergency Services on the intent of this MOU throughout the trial period, the Local Governments expect that the Department of Fire and Emergency Services will provide a leadership role in all matters affecting fire and emergency management services and incidents in the Pilbara.

4. LEGISLATIVE RESPONSIBILITIES

Local Government has legislative responsibility under the BF Act for the prevention, control and extinguishment of bush fires in their local government area.

Under section 38A of the BF Act, the FES Commissioner may designate a person employed in the Department as Chief Bush Fire Control Officer (CBFCO). Pursuant to that section:

- (1) *At the request of a local government the FES Commissioner may designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government.*
- (2) *Where a Chief Bush Fire Control Officer has been designated under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).*

...

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE LOCAL GOVERNMENTS

5.1 Chief Bush Fire Control Officer

The Local Governments will each request the FES Commissioner to appoint a CBFCO under s38A of the BF Act for the duration of this arrangement.

The Local Governments acknowledge that any prevention functions under Part III of the BF Act will remain the primary responsibility of the Local Governments.

5.2 By-Laws

The Local Governments will maintain by-laws (where applicable) to ensure the CBFCOs have overall management and control of bush fire brigades for the duration of this arrangement.

5.3 Workspace

If from time to time the CBFCOs are required to work from the local government offices, the Local Governments shall ensure a workspace is made available for their use.

5.4 Reporting of Incidents

If a local government becomes aware of an incident they are to promptly inform DFES of the incident and, if possible, the bush fire brigade shall attend at the incident and commence a response to the incident in accordance with any directions that may be given by the CBFCO.

5.5 Ownership of Assets and Vehicles

All appliances, equipment and apparatus of bush fire brigades will remain the property of the Local Governments.

5.6 Insurance

The Local Governments will continue to maintain a policy of insurance for volunteer bush fire brigade members and for all appliances, equipment and apparatus of bush fire brigades in accordance with section 37 of the BF Act.

6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

6.1 Nominated DFES Personnel

Upon receiving a request from a local government, the FES Commissioner will appoint a member of DFES staff as CBFCO for the local government for the duration of this agreement.

DFES utilises the Australasian Interservice Incident Management System (AIIMS) for incident management. DFES Personnel nominated for appointment as CBFCO will be trained to the competencies identified by DFES as being required to effectively manage incidents.

6.2 Administration and Management of Bush Fire Brigades

The CBFCO will carry out administration and management of bush fire brigades, including reporting and financial activities, on behalf of the local government.

6.3 Training

DFES will provide training to bush fire brigades through the CBFCO. Training could be conducted on the local government's land or premises.

6.4 Suspension of 000 Service Agreement

The 000 Service Agreement between DFES and the Local Governments will be suspended for the duration of this arrangement. Emergency calls received by the DFES Communications Centre will be managed by the CBFCO at brigade level during this time.

7. DURATION AND AMENDMENT

This MOU will remain in force for an initial period of three (3) years with an option to extend for a further period by written agreement of all parties.

This MOU shall not be altered, varied or modified in any respect except by agreement in writing signed by all parties.

8. DISPUTE RESOLUTION

The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within seven days after receiving a notice from the other party setting out the nature of the dispute.

If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner and the Local Governments' CEOs.

9. TERMINATION

This MOU may be terminated by:

- (a) mutual agreement of both parties in writing at any time; or
- (b) at any time for any reason by either party by giving one month's notice in writing to the other party.

10. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES

FES Commissioner
Department of Fire and Emergency Services
PO Box P1174
PERTH WA 6844

SHIRE OF ASHBURTON

Chief Executive Officer
Shire of Ashburton
P.O. Box 567
TOM PRICE WA 6751

SHIRE OF EAST PILBARA

Chief Executive Officer
Shire of East Pilbara
PMB 22
NEWMAN WA 6753

SHIRE OF EXMOUTH

Chief Executive Officer
Shire of Exmouth
P.O. Box 21
EXMOUTH WA 6707

CITY OF KARRATHA

Chief Executive Officer
City of Karratha
P.O. Box 219
KARRATHA WA 6714

TOWN OF PORT HEDLAND

Chief Executive Officer
Town of Port Hedland
P.O. Box 41
PORT HEDLAND WA 6721

11. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

AND

Shire of Ashburton
Lot 246 Poinciana Street
TOM PRICE WA 6751

AND

Shire of East Pilbara
Cnr Kalgan & Newman Dives
NEWMAN WA 6753

AND

Shire of Exmouth
22 Maidstone Crescent
EXMOUTH WA 6707

AND

City of Karratha
Welcome Road
KARRATHA WA 6714

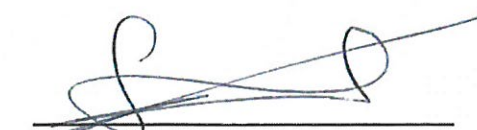
AND

Town of Port Hedland
13 McGregor Street
PORT HEDLAND WA 6721

and will take effect from the date of the last signature

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

WAYNE GREGSON APM
COMMISSIONER



Signature

29/2/16.

Date

SIGNED for and on behalf of the Shire of Ashburton by:

NEIL HARTLEY

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of East Pilbara by:

ALLEN COOPER

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Exmouth by:

BILL PRICE

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the City of Karratha by:

CHRIS ADAMS

CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Town of Port Hedland by:

MAL OSBORNE

CHIEF EXECUTIVE OFFICER

Signature

Date

Mount Florance Station
PMB 4
TOM PRICE 6751

mtflo@bigpond.com

Telephone: 0891 898151

Mr Morgwn Jones
Emergency Management Co –ordinator
Shire of Ashburton
Morgwn.Jones@ashburton.wa.gov.au

Dear Morgwn

Re: Shire of Ashburton DFES MOU

Confirming that we support the decision by the Bush Fire Brigade to recommend that the Shire of Ashburton do not sign the proposed Memorandum of Understanding for Management and Control of Bush Fire Brigades and Bushfire Response in the Pilbara.

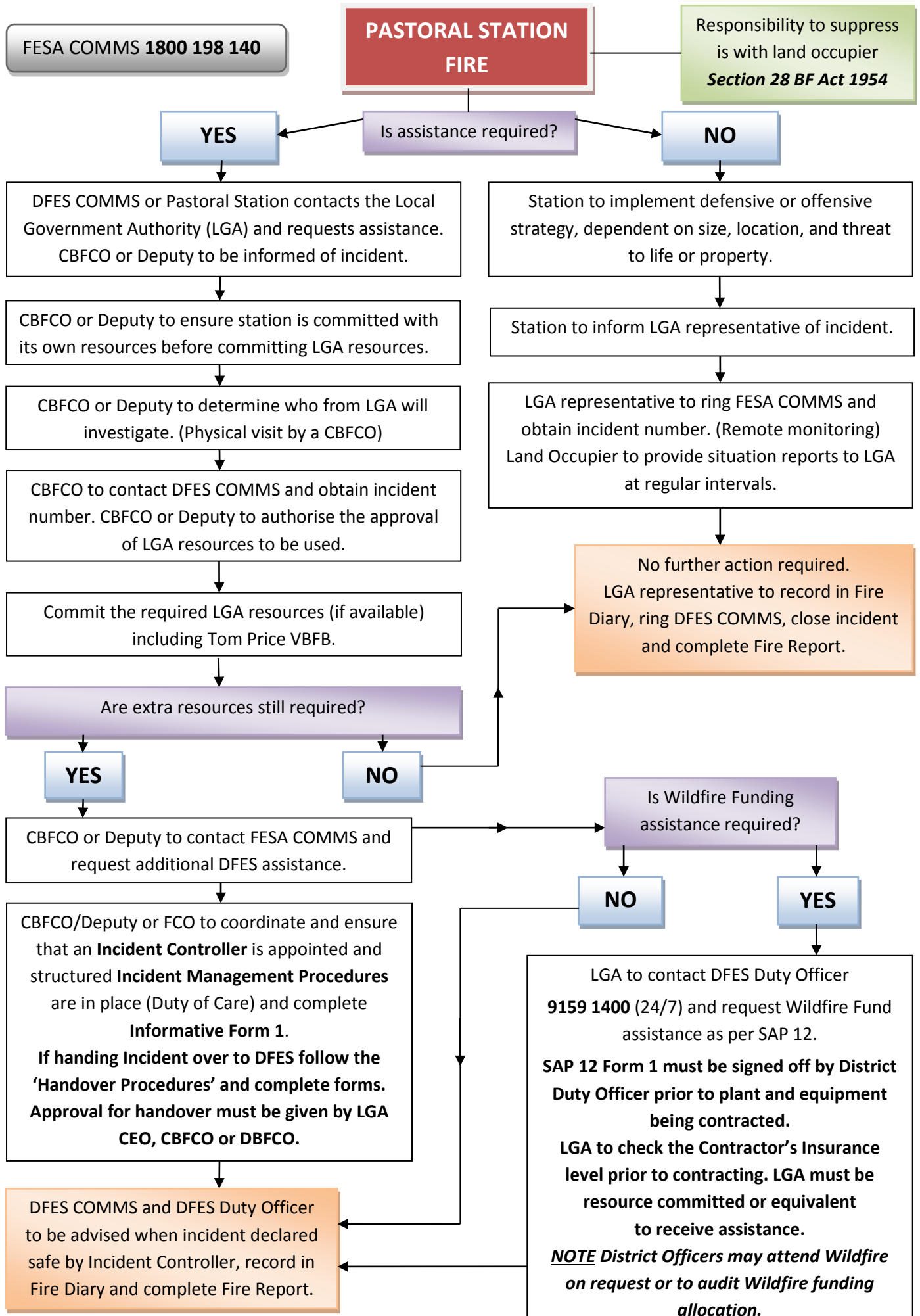
We raised concerns about this matter as soon as we were advised about it and attended consultation meetings with the Shire of Ashburton Bush Fire personnel. Our concerns were outlined and taken on board.

We were concerned about the early decision to make these changes without consultation with stakeholders given the potential impact. The existing system works very well and much has been done to establish an excellent relationship between the shire and pastoralists. As far as we are concerned it should stay the same way.

Yours sincerely

Tony, Robyn and Jamie Richardson

WILDFIRE PROCEDURES





Pilbara Region

Transfer of Bushfire Response Trial

CONCEPT OF OPERATIONS

7 July 2016

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Introduction

Following the successful three year trial of the transfer of responsibility for bushfire response from local government (LG) to the Department of Fire and Emergency Services (DFES) in the Kimberly region, the Pilbara Regional Council has approached the Fire and Emergency Services (FES) Commissioner seeking to extend the trial to include the four Pilbara local governments. The FES Commissioner approved this request, along with a further request from the Shire of Exmouth, on 7 December 2015.

A Memorandum of Understanding (MOU), outlining acknowledgements and undertakings by DFES and the five LGs requesting participation in the trial was subsequently developed, approved by the FES Commissioner and forwarded to LG for review and endorsement in late February 2016.

The purpose of this document is to detail how the underpinning intent of the MOU will be applied to daily bush fire management activities within the DFES Pilbara region.

Scope of Trial

The scope of this trial is limited to DFES assisting the LGs to carry out their responsibilities for the management and control of bush fire brigades and bush fire response within the Pilbara region under the *Bush Fires Act 1954*.

Pursuant to the intent of the MOU, responsibilities for bushfire prevention, preparation and recovery, as prescribed in the *Bush Fires Act 1954*, will remain with LG¹. Notwithstanding that, DFES will continue to provide advice and practical assistance to LG in meeting these responsibilities in line with past practice.

Financial Arrangements

In accordance with item 6.2 of the MOU, DFES will carry out administration and management of bush fire brigades, including reporting and financial activities, on behalf of the local government. This will include:

- Overall management of the brigade's LGGS budget;
- Management of LGGS eligible servicing of vehicles, plant and equipment unless otherwise agreed;
- Management of LGGS eligible maintenance of buildings;
- Payment of LGGS approved accounts for services, utilities and consumables;
- Maintenance of expenditure records;
- Preparation of reports for LGGS acquittal of expenditure; and
- Preparation of LGGS submissions for LG approval.

As detailed in item 5.6 of the MOU, LG will continue to maintain a policy of insurance for bushfire brigade members and for all appliances, equipment, apparatus and facilities in accordance with section 37 of the *Bush Fires Act 1954* and current practice. The cost of these insurances will be reimbursed to LG from LGGS funds on submission of a LG invoice to DFES.

¹ Item 1 (Purpose) of the MOU.

Brigade Administration

Training

The DFES volunteer firefighter pathway will form the basis of all training made available to Pilbara bush fire brigades. A range of courses will be made available to brigades to enable brigade members to progress through the pathway from Volunteer Fire Fighter 1 to Volunteer Fire Fighter 6. Specific training courses applicable to bush fire brigades on the pathway are detailed at table 1.

VFF1	VFF2	VFF3	VFF4	VFF5	VFF6
<ul style="list-style-type: none"> •AIIMS Awareness •Introduction to Fire Fighting •Bush Fire Fire Fighting •Machine Supervision (option) 	<ul style="list-style-type: none"> •Structural Fire Fighting •On-road Driving (optional) •Off-road Driving (option) 	<ul style="list-style-type: none"> •Advanced Bushfire Fire Fighting •Workplace Trainer/ Assessor (option) 	<ul style="list-style-type: none"> •Crew Leader 	<ul style="list-style-type: none"> •Advanced Bush Fire Fire Fighting •Crew Leader •Sector Commander •AIIMS 4 •Workplace Trainer/ Assessor (option) •Leadership (option) 	<ul style="list-style-type: none"> •Level 1 Incident Controller •Fire Control Officer (option) •Chief Bush Fire Control Officer (option)

Table 1 – DFES Pathway Courses applicable to Pilbara BFBs²

At the commencement of the trial, and thereafter twice per annum, DFES will undertake a training needs analysis, in consultation with each bush fire brigade, and develop an annual training calendar to meet the brigade's training needs. The training calendar will be posted on the DFES volunteer portal and will be accessible to all bush fire brigade members.

DFES will liaise with the brigade regarding delivery of training to ensure that current and aspiring volunteer trainer/assessors have the opportunity to deliver training within their brigade if they so desire. Where volunteers are not available to deliver training DFES will provide the trainer/assessor.

DFES will maintain a record of all training undertaken by brigade members.

Brigade Oversight and Support

In addition to programmed training, DFES will conduct three formal brigade visits per year to undertake drills with the brigade, review the condition of plant and equipment, provide information on emergency services developments and initiatives and seek feedback on the progress of the trial.

These visits will be in addition to regular ongoing communication and dialogue between the DFES CBFCO and the brigade.

² Chief Bush Fire Control Officer training is available where applicable to brigade role.

DFES will also assume responsibility for the purchase of all PPC, equipment and consumables required by brigades.

Vehicle Maintenance

Arrangements for the servicing and repair of LGGS approved vehicles will be determined through consultation between DFES and the LG. In instances where a LG elects to continue to maintain and repair vehicles through their existing service arrangements this will be accommodated. Payment for any maintenance or repair performed by LG will be made by DFES from LGGS funds on receipt of an invoice from the LG.

If the LG elects to transfer responsibility for vehicle maintenance and repair to DFES, the LGGS approved vehicles will be incorporated in to DFES' fleet maintenance schedule and serviced via DFES service providers.

Where a brigade requires assistance with conveying vehicles to and from the service provider DFES will assist.

Vehicle Registration

Per item 5.5 of the MOU, all appliances, equipment and apparatus of bush fire brigades will remain the property of the LG. As such, vehicles will continue to be registered by the LG with costs reimbursed from LGGS funds on DFES' receipt of an invoice from LG.

Property Maintenance

LG retains responsibility for the maintenance and repair to Brigade/unit buildings as ownership is retained by the LG. DFES will be responsible for payment for all required maintenance to LGGS approved buildings and structures.

Incident Reporting

Where a brigade does not have access to computer equipment they may submit a paper incident report form to the DFES CBFCO who will enter the details in the Incident Reporting System (IRS).

CBFCO, DCBFCO and FCO

CBFCO

At item 5 of the MOU each LG undertakes to request the FES Commissioner to appoint a DFES employee as CBFCO for the duration of the arrangement.

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.
- (e) provide a presence at all fires which are greater than 10km from a brigade or unit, where an active firefighting role is required by a BFB (or their deputy)

DCBFCO

As part of this process it is proposed that LG appoint all existing CBFCOs as DCBFCOs in order to maintain powers under the *Bush Fires Act 1954* to facilitate the execution of duties related to prevention, preparedness and **enforcement**.

In order for this trial to fully capitalise on the opportunity to achieve a net enhancement in bush fire response capability across the Pilbara region, it is proposed that existing LG personnel with fire management skills will continue to be made available to support bush fire operations in **the region**. This would be done in accordance with mobilisation criteria and arrangements to be developed with each LG.

FCOs

It is also proposed that all currently appointed FCOs are retained for the purposes of bush fire control and issuing of permits within each LG area.

Bushfire Response Outside of Gazetted Fire Districts

Item 6.4 of the MOU details that the “000 Service Agreement” between DFES and LG will be suspended for the duration of the arrangement with all emergency calls received by the DFES Communications Centre (ComCen) being directed the **DFES regional duty coordinator** during this time.

In order to maintain efficient response to bush fires during the trial period the mobilisation process detailed at Appendix 1 is proposed.

Existing systems for turning out volunteer resources will be retained at each bush fire brigade unless otherwise agreed between the brigade and CBFCO.

Role of DFES Regional Duty Coordinator

In addition to the duties detailed in Part 5 of the *Western Australian Fire and Emergency Services Manual*, the DFES Regional Duty Coordinator (RDC) will be responsible for the following activities:

- Reviewing satellite remote sensing twice daily to maintain awareness of bushfire activity across the Pilbara region;
- Modelling predicted fire spread utilising Land Gate's Aurora Fire Watch simulator;
- Liaising with CBFCOs and lease holders or occupiers of land affected by bushfire (where relevant) to determine levels of risk and bushfire management objectives;
- Determining the escalation potential of fires in consultation with CBFCOs and developing trigger points and strategies for further action;
- Reviewing fire weather forecasts each afternoon and informing CBFCOs, DCBFCOs and bush fire brigades of pending fire weather warnings; and
- Applying the process prescribed in DFES Standard Administrative Procedure (SAP) 3.5.A for the management of Total Fire Bans in the region.

Total Fire Ban Administration

DFES will continue to administer the Total Fire Ban (TFB) process in accordance with DFES SAP 3.5.A. **DCBFCOs** who wish to have local input to the TFBs considerations process will continue to be engaged by DFES.

Fire Works Permits

The DFES CBFCO will process Fire Works Applications in accordance with DFES SAP 3.17.B. DCFCOs will be consulted to ensure that current local considerations are taken into account during the approvals process.

Managing Issues

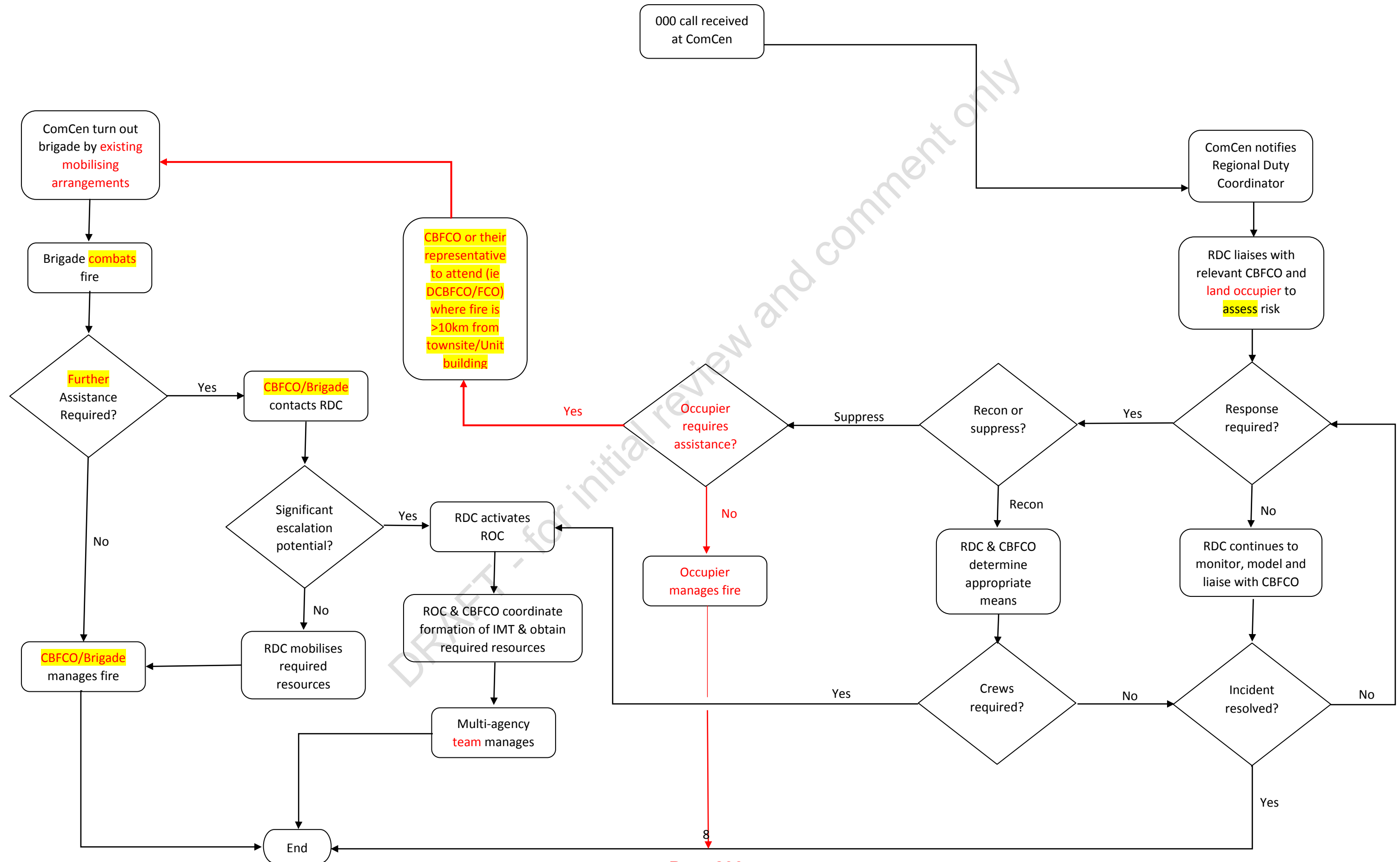
Part 8 of the MOU addresses the dispute resolution process culminating in escalation of the dispute to the FES Commissioner and LG CEO.

In accordance with the MOU, it is expected that endeavors to resolve any issues arising from these arrangements will be made at the local/regional level in the first instance. This will enable expeditious identification of emerging issues and provide the earliest opportunity for resolution.

Document History

DATE	VERSION	DESCRIPTION OF CHANGE
14/03/2016	A	Initial issue tabled at DOAC for comment on 16/03/2016.
21/03/2016	B	Incorporate initial feedback from DOAC meeting: Added retention of existing turn out procedures for brigades. Amended Appendix 1 to better reflect role of CBFCO.
22/03/2016	C	Incorporate additional feedback.

Appendix 1 – Response Process



TOM PRICE VOLUNTEER BUSHFIRE BRIGADE

Lot 2003 Boondaroo Rd
PO Box 567,
Tom Price, 6751
Telephone (08) 9188 5516
Mobile 0417 754 846
Email: fire.shed@tpvbfbb.com.au



BRIGADE No: 6985

4th July 2016

Morgwn Jones
Emergency Management Coordinator
Shire of Ashburton
246 Poinciana Street
Tom Price
WA 6751

Dear Morgwn

RE PROPOSED MEMORANDUM OF UNDERSTANDING FOR MANAGEMENT AND CONTROL OF BUSH FIRE BRIGADES AND BUSHFIRE RESPONSE IN THE PILBARA

I am writing to you on behalf of the volunteer fire-fighters of the Tom Price Volunteer Bush Fire Brigade in regards to the proposed Memorandum of Understanding (MoU) between the Shire of Ashburton (SoA) and the Department of Fire and Emergency Services (DFES).

We would like to advise you that the brigade does not support this proposal and do not wish to take part in the trial at this time. We as a brigade wish to continue to operate under the current arrangements with the Shire of Ashburton that are already in place.

We have met with representatives from the SoA, DFES, local Pastoralists and the Association of Volunteer Bush Fire Brigades and have discussed this at great lengths as a brigade. As a brigade we are of all of the same opinion that it would not be in the interest of the Tom Price Volunteer Bush Fire Brigade to pursue this matter any further

Yours sincerely

Chris O'Connell
Deputy Chief Bush Fire Control Officer