



**SHIRE OF ASHBURTON
ORDINARY MEETING OF COUNCIL**

**AGENDA
(Public Document)**

**Onslow Multi-Purpose Centre, Cnr
McGrath Rd and Hooley Ave, Onslow
18 March 2015
1.00 pm**

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

SHIRE OF ASHBURTON ORDINARY MEETING OF COUNCIL

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Ashburton will be held on 18 March 2015 at Onslow Multi-Purpose Centre, Cnr McGrath Rd and Hooley Ave, Onslow commencing at 1:00 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

2. ANNOUNCEMENT OF VISITORS

3. ATTENDANCE

3.1 PRESENT

Cr K White	Shire President, Onslow Ward
Cr L Rumble	Deputy Shire President, Paraburdoo Ward
Cr D Dias	Paraburdoo Ward
Cr L Thomas	Tableland Ward
Cr A Bloem	Tom Price Ward
Cr P Foster	Tom Price Ward
Cr C Fernandez	Tom Price Ward
Cr A Eyre	Ashburton Ward
Cr D Wright	Pannawonica Ward
Mr N Hartley	Chief Executive Officer
Mr F Ludovico	Executive Manager, Corporate Services
Mr T Davis	Executive Manager, Infrastructure Services
Ms A Serer	Executive Manager, Strategic & Economic Development
Ms L Reddell	Executive Manager, Development & Regulatory Services
Mr M Sully	Executive Manager, Community Development
Ms J Smith	Executive Officer
Miss J Forward	CEO & Councillor Support Officer

3.2 APOLOGIES

Cr D Wright	Pannawonica Ward
Cr C Fernandez	Tom Price Ward

3.3 APPROVED LEAVE OF ABSENCE

4. QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 18 February 2015 no public questions were taken on notice.

4.2 PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

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6. DECLARATION BY MEMBERS

6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

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

6.2 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

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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.

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

8. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

8.1 **PETITIONS**

8.2 **DEPUTATIONS**

8.3 **PRESENTATIONS**

9. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

9.1 **ORDINARY MEETING OF COUNCIL HELD ON 18 FEBRUARY 2015**

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held on 18 February 2015, as previously circulated on 23 February 2015, be confirmed as a true and accurate record, subject to the following amendment:

The resolution at item 9.2 be corrected to read; *"That the Minutes of the Audit and Risk Committee Meeting held on 28 January 2015, as previously circulated on 03 February 2015, be noted and that the following recommendation be accepted and endorsed:*

- 7.1 *That the Audit and Risk Committee recommend to Council the acceptance the 2013/2014 Independent Audit Report."*

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10. AGENDA ITEMS ADOPTED "EN BLOC"

10.1 MOVE AGENDA ITEMS 'EN BLOC'

The following information is provided to Councillors for guidance on the use of En Bloc voting as is permissible under the Shire of Ashburton Standing Orders Local Law 2012:

"Part 5 – Business of a meeting

Clause 5.6 Adoption by exception resolution:

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.*
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.*
- (3) An adoption by exception resolution may not be used for a matter;*
 - (a) that requires a 75% majority or a special majority;*
 - (b) in which an interest has been disclosed;*
 - (c) that has been the subject of a petition or deputation;*
 - (d) that is a matter on which a Member wishes to make a statement; or*
 - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation."*

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11. GOVERNANCE & EXECUTIVE SERVICE REPORTS

11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS FEBRUARY 2015

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Jasmin Forward CEO & Councillor Support Officer
NAME OF APPLICANT/ RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	3 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 10.1 (Minute No. 11477) - Ordinary Meeting of Council 10 April 2013

Summary

The purpose of this agenda item is to report back to Council on the progress of the implementation of Council decisions.

Background

The purpose of this agenda item is to report back to Council on the progress of the implementation of Council decisions.

Comment

Wherever possible, Council decisions are implemented as soon as practicable after a Council meeting. However there are projects or circumstances that mean some decisions take longer to action than others.

This report presents a summary of the "Decision Status Reports" for Office of the CEO, Corporate Services, Infrastructure Services, Strategic & Economic Development, Community Development and Development & Regulatory Services.

ATTACHMENT 11.1

Consultation

Chief Executive Officer
Executive Management Team

Statutory Environment

Not Applicable

Financial Implications

Not Applicable

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Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 04 – Exemplary Team and Work Environment

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 “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

Not Applicable

Voting Requirement

Simple Majority Required

Recommendation

That Council receives the “Decision Status Reports” as per **ATTACHMENT 11.1**.

Author: Jasmin Forward	Signature:
Manager: Neil Hartley	Signature:

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11.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF FEBRUARY 2015

FILE REFERENCE:	GV21 IT03 CM02 LP10.7.0
AUTHOR'S NAME AND POSITION:	Janyce Smith Executive Officer Susan Babao Administration Assistant Planning
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	3 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The authors have no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

The purpose of this agenda item is to report back to Council actions performed under delegated authority for the month of February 2015.

This report includes all actions performed under delegated authority for:

- The Use of the Common Seal.
- Development and Regulatory Services
- Approval to Purchase Goods and Services by the Chief Executive Officer (CEO).
- Tender Approvals by the Delegations of Authorisation used by the Chief Executive Officer.

Background

All actions performed under delegated authority for the following items are included in **ATTACHMENT 11.2:**

- The Use of the Common Seal.
- Development and Regulatory Services
- Approval to Purchase Goods and Services by the Chief Executive Officer (CEO).
- Tender Approvals by the Delegations of Authorisation used by the Chief Executive Officer.

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Comment

To increase transparency, a report on actions performed under delegated authority has been prepared for Council.

This report is prepared for each Council meeting.

Consultation

The Use of the Common Seal

Chief Executive Officer

Development and Regulatory Services

Chief Executive Officer

Executive Manager, Development & Regulatory Services

Approval to Purchase Goods and Services by the Chief Executive Officer

Chief Executive Officer

Executive Manager, Community Development

Executive Manager, Infrastructure Services

Executive Manager, Corporate Services

Tender Approvals by Delegations of Authorisation used by the Chief Executive Officer

Executive Manager, Infrastructure Services

Statutory Environment

The Use of the Common Seal

Local Government Act 1995, S9.49A Execution of documents.

Development and Regulatory Services

Clause 9.3 of the Shire of Ashburton Town Planning Scheme No. 7

Local Government Act 1995, S5.45 – Other matters relevant to delegations under this Division,

S5.70 – Employees to disclose interest relating to advice or reports, S5.71 – Employees to disclose interests relating to delegated functions.

Approval to Purchase Goods and Services by the Chief Executive Officer

Tender Approvals by Delegations of Authorisation used by the Chief Executive Officer

Local Government Act 1995, S3.57 Tenders for providing goods or services.

Financial Implications

The Use of the Common Seal

There are no financial implications related to this matter.

Development and Regulatory Services

There are no financial implications related to this matter.

Approval to Purchase Goods and Services by the Chief Executive Officer

Goods purchased in accordance with 2014/15 Budget.

Tender Approvals by Delegations of Authorisation used by the Chief Executive Officer

Goods purchased in accordance with 2014/15 Budget.

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Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 05 – Inspiring Governance
Objective 04 – Exemplary Team and Work Environment

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 “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

The Use of the Common Seal

ELM 13 – Affixing the Shire of Ashburton Common Seal.

Development and Regulatory Services

There are no policy implications related to this matter.

Approval to Purchase Goods and Services by the Chief Executive Officer

Tender Approvals by Delegations of Authorisation used by the Chief Executive Officer

FIN12 – Purchasing and Tendering Policy.

Voting Requirement

Simple Majority Required

Recommendation

That Council accept the report “11.2 Actions Performed Under Delegated Authority for the Month of February 2015”.

Author: Janyce Smith Susan Babao	Signature:
Manager: Neil Hartley	Signature:

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11.3 OCEAN VIEW CARAVAN PARK COMMITTEE FOR THE MONTH OF MARCH 2015

FILE REFERENCE:	GV04 RC24405
AUTHOR'S NAME AND POSITION:	Neil Hartley Chief Executive Officer Anika Serer Executive Manager, Strategic & Economic Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	4 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 11.3 (Minute No. 11839) – Ordinary Meeting of Council 20 August 2014 Agenda Item 11.3 (Minute No. 11824) – Ordinary Meeting of Council 16 July 2014 Agenda Item 11.3 (Minute No. 11812) – Ordinary Meeting of Council 18 June 2014 Agenda Item 11.3 (Minute No. 11794) – Ordinary Meeting of Council 21 May 2014 Agenda Item 16.1 (Minute No. 11784) – Ordinary Meeting of Council 16 April 2014 Agenda Item 16.2 (Minute No. 11775) – Ordinary Meeting of Council 19 March 2014

Summary

At the Ordinary Meeting of Council held on 19 March 2014 Council formed a Committee to oversee and workshop the master plans and revitalisation of Onslow's Ocean View Caravan Park, and report back to Council with recommendations.

The Ocean View Caravan Park Committee meets on an "as required basis" and copy of the minutes and recommendations from the latest meeting are presented to Council for endorsement.

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Background

In September 2012 the Shire of Ashburton resumed full control and management of the Ocean View Caravan Park following the expiration of the previous lease between Council and the former operator.

Following the Council assuming management responsibility, it was concluded that the caravan park required substantial works in order to meet statutory obligations and compliance requirements for caravan parks, to provide both a higher quality of accommodation and a variety of accommodation options to better meet the needs of a diverse range of caravan park users, as well as to upgrade essential services and facilities that have been unable to meet operational demands.

At the March 2014 Ordinary Meeting of Council it resolved to appoint a Committee of Council to oversee and workshop the master plans for the Ocean View Caravan Park and report back to Council with recommendations.

Comment

The meeting for March will be held on 17 March 2015 at the Onslow Business House, Onslow. A copy of the Meeting Agenda is attached for Council's information.

ATTACHMENT 11.3

As the Committee meetings are held the day before the Council Meeting, the Minutes of the most recent meeting are not able to be attached to this report. A summary of the Action Items is intended to be distributed to Councillors prior to the commencement of the Council Meeting for its information, and if thought appropriate, its decision.

Consultation

Chief Executive Officer
Executive Manager – Strategic & Economic Development

Statutory Environment

Local Government Act 1995 – Subdivision 2 – Committees and their meetings
S5.20: Decisions of Councils and Committees
S.22: Minutes of Council and Committee meetings

Financial Implications

The current 2014/15 budget contains an allocation of \$2.2m for Caravan Park capital upgrade works.

It is not possible to advise on any financial implications at the time of preparing this Council agenda as the Council agenda preparation precedes the Committee meeting occurring. Any financial implications for Council consideration beyond existing budget allocations therefore, should be highlighted as part of the 20 May Committee recommendations. Noting that these Committee recommendations will be presented to Council prior to this item being considered.

The development of proposals by the Committee will be required before Financial Implications can be determined.

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Strategic Implications

The Onslow Caravan Park Upgrade Project is in the Corporate Business Plan. As an 'active pursuit' project.

SE3.3 Caravan Park - To manage the Ocean View Caravan Park to support local tourism, meet the needs of the community and provide a return to Council.

Risk Management

Adoption of 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 "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

ELM10 Financial Sustainability Policy applies This policy establishes the financial sustainability framework for the Council. The policy is based on the Council's desire to plan for on-going financial sustainability to provide appropriate services and infrastructure for the community now and into the future. It provides the framework within which Council will achieve the aims set out in its long-term financial plan.

Voting Requirement

Simple Majority Required

Recommendation

(Ocean View Caravan Park Committee recommendations to be provided at the Council Meeting)

Author: Neil Hartley Anika Serer	Signature:
Manager: Neil Hartley	Signature:

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12. COMMUNITY DEVELOPMENT REPORTS

12.1 APPLICATION ACCEPTANCE OF ROUND 2 COMMUNITY SUPPORT GRANT ALLOCATIONS - MARCH 2015

FILE REFERENCE:	GS01
AUTHOR'S NAME AND POSITION:	Mike Sully Executive Manager, Community Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	9 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 12.3 (Minute No 11826) - Ordinary Meeting of Council 16 July 2014

Summary

Shire of Ashburton donations policy (REC08) Community Support Grants applications (Round 2) closed on 1 March 2015.

Fourteen applications were received for grants, three applications are outstanding and the recommendations from the reviewing panel are now presented to Council for consideration.

Background

Community Support Grants were advertised on the Shire website, with incorporated groups being invited to apply for a grant on the supplied template. Applications closed 1 March, 11 applications have been received.

A panel consisting of Councillors representing three wards (Councillor White, Onslow Ward, Councillor Foster, Bloem and Fernandez, Tom Price Ward, Councillor Rumble, Paraburdoo Ward) along with the Chief Executive Officer and Executive Manager Community Development met Monday 9 March to consider the applications received.

Comment

Seventeen groups applied for grants in Round 2 of the Community Support Grants 2014/15 financial year. Fourteen are listed for consideration in this round of funding and 3 were deferred to the 2015/16 budget consideration.

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The groups and the amount of donation recommended by the panel are listed below.

Name of Organisation	Event/Project	Proposed Grants	Additional Comments
Fortescue National Football League	Purchase of club footballs 2015 season	\$2,400	
Tom Price Netball Association	Junior uniforms	\$2,140	
Tom Price Amateur Basketball Association	Portable seating for spectators, volunteers and players	\$1,800	
SAFE Tom Price & Paraburdoo	Pilbara Pooch Parade	\$9,00	
Tom Price Campdraft Club Inc	Tom Price Annual Campdraft 2015	N/A	Deferred to August 2015 \$2,500
Onslow Rodeo	Rodeo Security	N/A	Deferred to August 2015 \$5,000
Pannawonica Volunteer Fire Brigade	Construction of Office/Training room	\$2,500	
Pannawonica Primary School Parents & Citizens Association Inc	Purchase of online programmes	\$2,500	
Robe River Rodeo	Rodeo Security	N/A	Deferred to August 2015 \$10,000
Pannawonica Heights Golf Club Inc	Purchase and installation of air conditioning unit	\$2,000	
Catch Music	Music Program Tom Price and Paraburdoo	\$1,200	
*Paraburdoo Sports Shooters Assoc		\$1,000	
Paraburdoo Golf Club		\$1,850	
Paraburdoo Motorcycle Club		\$1,800	
*Onslow P&C		\$2,500	
*Onslow Naidoc		\$2,500	
Impala Kart Club	North West Round 1	\$2,000	Approved Under Delegation as per Policy REC08
	TOTAL	\$27,090	

*Funding subject to receipt of application forms that meet Policy REC08 criteria

Consultation

Chief Executive Officer
 Executive Management Team
 Executive Manager – Community Development
 Shire of Ashburton Councillors

Statutory Environment

Local Government Act (1995) 6.7.(2)

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Financial Implications

An allocation has been made in the 2014-15 budget to cover the anticipated cost of these donations. The balance of funds available in this account is \$59,500.00.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 1 – Active and Vibrant Communities

Objective 2 – Active People, Clubs and Associations

Risk Management

Adoption of 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 "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

REC08 Community Donations, Grants and Funding Policy

Voting Requirement

Simple Majority Required

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Recommendation

That Council:

1. Accepts the donation recommendations as listed below:

Name of Organisation	Event/Project	Proposed Grants	Additional Comments
Fortescue National Football League	Purchase of club footballs 2015 season	\$2,400	
Tom Price Netball Association	Junior uniforms	\$2,140	
Tom Price Amateur Basketball Association	Portable seating for spectators, volunteers and players	\$1,800	
SAFE Tom Price & Paraburdoo	Pilbara Pooch Parade	\$9,00	
Tom Price Campdraft Club Inc	Tom Price Annual Campdraft 2015	N/A	Deferred to August 2015 \$2,500
Onslow Rodeo	Rodeo Security	N/A	Deferred to August 2015 \$5,000
Pannawonica Volunteer Fire Brigade	Construction of Office/Training room	\$2,500	
Pannawonica Primary School Parents & Citizens Association Inc	Purchase of online programmes	\$2,500	
Robe River Rodeo	Rodeo Security	N/A	Deferred to August 2015 \$10,000
Pannawonica Heights Golf Club Inc	Purchase and installation of air conditioning unit	\$2,000	
Catch Music	Music Program Tom Price and Paraburdoo	\$1,200	
*Paraburdoo Sports Shooters Assoc		\$1,000	
Paraburdoo Golf Club		\$1,850	
Paraburdoo Motorcycle Club		\$1,800	
*Onslow P&C		\$2,500	
*Onslow Naidoc		\$2,500	
Impala Kart Club	North West Round 1	\$2,000	Approved Under Delegation as per Policy REC08
	TOTAL	\$27,090	

2. That the following donations are listed in the 2015/16 draft budget;

- Onslow Rodeo \$5,000
- Tom Price Campdraft Club \$2,500
- Robe River Rodeo \$20,000

3. That the Paraburdoo Sports Shooters Association, Onslow P&C and Onslow Naidoc funding is subject to receipt of application forms that meet Policy REC08 criteria.

Author: Mike Sully	Signature:
Manager: Neil Hartley	Signature:

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13. CORPORATE SERVICES REPORTS

13.1 OCTOBER 2015 ORDINARY ELECTION - APPOINTMENT OF ELECTORAL COMMISSION

FILE REFERENCE:	GV04
AUTHOR'S NAME AND POSITION:	Lisa Hannagan Administration Manager
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

Correspondence has been received from the WA Electoral Commission requesting that Council give consideration to whether it will be conducting the 2015 Local Government Election as a postal or in person election.

It is recommended that similar to previous years, the election be conducted by postal vote, and the WA Electoral Commission appoint a returning officer and conduct the vote.

Background

In accordance with the Local Government Act 1995, Local Government ordinary elections will be held on 17 October 2015. Five Councillor terms are due to expire in October 2015 being Tom Price (1), Paraburdoo (1), Ashburton (1), Onslow (1) and Tableland (1).

The election held in 2013 was conducted by postal vote, with the Electoral Commission appointing a Returning Officer.

Section 4.20(4) of the *Local Government Act 1995* states:

“(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*Absolute majority required.”

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Comment

The Administration has received notification from the WA Electoral Commissioner (correspondence attached) that the Local Government Ordinary Elections are to be held on 17 October 2015, with an estimated cost of \$16,500 and the Commissioner also confirmed that if the Shire of Ashburton agrees, the Commissioner would be responsible for the conduct of the Election.

ATTACHMENT 13.1

The Shire of Ashburton has traditionally used the Western Australian Electoral Commission (WAEC) to conduct its elections and it is recommended that this continue as it keeps the political process independent of the Shire Administration.

Consultation

Chief Executive Officer
Executive Manager Corporate Services

Statutory Environment

Local Government Act 1995 4.20(4) & 4.61(2)

Financial Implications

The WAEC is required to operate on a full cost recovery basis, and has estimated a cost of \$16,500 including GST. This will need to be included in the 2015/2016 Budget.

Strategic Implications

There are no strategic implications relative to this issue.

Risk Management

Appointment of the WA Electoral Commission to conduct a postal vote election for the 2015 Local Government election will ensure the lowest risk to the Shire in relation to this highly compliance driven process. Adoption of 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 "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

There are no specific policy implications relative to this issue.

Voting Requirement

Absolute Majority Required

Recommendation

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 Ordinary Election;
2. Decide, in accordance with section 4.6.1(2) of the *Local Government Act 1995* that the method of conducting the election will be a postal election; and
3. Make provision for the expenditure of \$16,500 on costs associated with the 2015 Ordinary Election.

Author: Lisa Hannagan	Signature:
Manager: Frank Ludovico	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

13.2 RECEIPT OF FINANCIALS AND SCHEDULE OF ACCOUNTS FOR MONTH OF JANUARY & FEBRUARY 2015

FILE REFERENCE:	FM03
AUTHOR'S NAME AND POSITION:	Leah M John Finance Manager
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

In accordance with Regulation 34 of the Local government (Financial Management) Regulations, the shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Background

Regulation 34 of the Local Government (Financial Management) Regulations requires the Shire to prepare a monthly statement of Financial Activity for consideration by Council.

Comment

This report presents a summary of the financial activity for the following month:

January 2015

- Statements of Financial Activity and associated statements for the Month of January 2015.

ATTACHMENT 13.2A

February 2015

- Schedule of Accounts and Credit Cards paid under delegated authority for the Month of February 2015.

ATTACHMENT 13.2B

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Consultation

Executive Manager Corporate Service
Executive Management Team
Finance Manager
Finance Coordinator
Finance Officers
Consultant Accountant

Statutory Environment

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

Financial Implications

Financial implications and performance to budget are reported to Council on a monthly basis.

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. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

There are no policy implications in this matter.

Voting Requirement

Simple Majority Required

Recommendation

That Council:

1. Accepts the Financial Reports for January 2015 **ATTACHMENT 13.1A**; and
2. Notes the Schedule of Accounts and Credit Cards paid in February 2015 as approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds as per **ATTACHMENT 13.2B**.

Author: Leah M John	Signature:
Manager: Frank Ludovico	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

13.3 ADJUSTMENT TO THE ONSLOW TOWNSITE BOUNDARY

FILE REFERENCE:	LP10.7.21 LP10.7.22
AUTHOR'S NAME AND POSITION:	Frank Ludovico Executive Manager, Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 14.5 (Minute No. 11711) - Ordinary Meeting of Council 11 December 2014. (Final Approval for the Town Planning Scheme amendments)

Summary

Town Planning Scheme No 7, Amendments No's 21 and 22 have dealt with enabling the new residential subdivision in Onslow to proceed.

In addition Town Planning Scheme No 7 Amendments No 15 allows for Mixed Business development at the Onslow Airport.

Some of these developments are occurring outside the existing Onslow townsite boundary and therefore it is appropriate to suitably review and update the townsite boundary for town planning and Shire rating purposes.

Background

Over recent years Council has approved various Town Planning Scheme Amendments to accommodate land development in the Onslow townsite.

In particular Town Planning Scheme No 7 Amendments No's 21 and 22 have dealt with enabling the new residential subdivision in Onslow to proceed and Town Planning Scheme No 7 Amendments No 15 for the Mixed Business development at the Onslow Airport.

Some of these Residential and Mixed Business developments are proposed outside the Onslow townsite boundary.

It is appropriate to review the townsite boundary to ensure these developments are contained in the townsite and Shire rating is consistent across the local government.

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Comment

Town Planning Scheme No 7 Amendments No's 21 and 22 identify land that has potential urban development.

Town Planning Scheme No 7 Amendments No 15 identifies land for Mixed Business development at the Onslow Airport.

The attached plan shows the extent of that rezoning and the current location of the Onslow townsite.

ATTACHMENT 13.3

Ensuring that the townsite boundary is adjusted so that all urban and Mixed Business development occurs within the townsite provides consistency.

Consultation

Chief Executive Officer

Executive Manager – Development & Regulatory Services

Statutory Environment

Section 26 of the Land Administration Act 1997 empowers the Minister for Lands to “define and redefine boundaries” of townsites.

Financial Implications

If the residential development occurs outside the townsite boundary they may only be rated on an unimproved valuation. In the case of the current Onslow Residential Subdivision approximately 35 lots are involved.

It should be noted that some current properties outside the townsite are already rated Gross Rental Value and so their status will not change.

In order for consistency throughout the shire it is appropriate to rate all residential properties Gross Rental Value (GRV).

The most effective way to achieve this is to alter the townsite boundary.

There may be a cost implication associated with undertaking survey work in order to develop a new technical description of the townsite. It is anticipated that this could cost \$20,000.

The expected ongoing revenue for the lots could be as high as \$37,500 assuming average residential rates in Onslow.

The scope of the Mixed Business development is presently unknown and therefore the financial implications cannot be ascertained.

Strategic Implications

Shire of Ashburton 10 Year Community Plan 2012-2022

Goal 04 - Distinctive and Well Serviced Places

Objective 03 - Well Planned Towns

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 “Low” risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

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Policy Implications

There were no policy implications identified.

Voting Requirement

Simple Majority Required

Recommendation

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.

Author: Frank Ludovico	Signature:
Manager: Neil Hartley	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

13.4 2014/15 ANNUAL BUDGET REVIEW

FILE REFERENCE:	FM14.14.15
AUTHOR'S NAME AND POSITION:	Frank Ludovico Executive Manager Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Not Applicable

Summary

This item presents the Budget Review for 2014/15 in accordance with the Local Government Act (Financial Management) Regulations 1996.

The Budget has undergone a large number of variations, but the Review indicates that the Shire will be able to return a surplus position at the close of the financial year (30 June 2015).

Background

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires local governments to conduct a budget review between 1 January and 31 March each financial year.

Regulations 33(2) and (3) require the results of the review to be submitted to Council within 30 days of the review. Council is then to consider the review to determine whether or not to adopt the review, any part of the review or any recommendations made in the review. If Council does this at this meeting, it will meet the required timeframe.

Regulation 33 A(4) requires a copy of the determination to be provided to the Department of Local Government.

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Comment

The Budget Review Process was initiated in January 2015 with all Executive Managers being asked to review activities that came under their responsibility.

The Review was conducted using December 2014 actual figures. The January 2015 actual figures are included in the Review document for comparison purposes and a final re-evaluation of the projections.

Particular issues arising from the budget review are:

- As a result of Council's 2013/14 Audit the expected opening balance for the 2014/15 Budget was reduced from \$11m to \$9.1m. The principal reason is recognition of Debtors, Creditors and other Liabilities' (eg GST) in 2013/14 not known at Budget but determined at Audit. (\$1.5m), and the provision of (\$0.35m) was made for doubtful debts.
- During the year a number of interim valuations were received for the developments in the ANSIA. Some of these valuations were backdated for two years. In effect additional revenue of \$12.1m was levied. Some of these valuations are still subject to appeal and an estimated refund of \$3.7m has been allowed for in the Review.

As per the Council Workshop on the Long Term Financial Plan \$8.1m of these funds have been placed into the Projects Reserve so the funds can be used for future capital projects. This is lower than the originally anticipated \$10m transfer and whilst it will not have an immediate effect on the Shire funding capacity of near future capital projects, in outer years there will be fewer funds to draw on in the Projects Reserve.

- Overall capital project expenditure within the current budget period (i.e. to 30 June 2015) are forecast to be lower by \$27.6m, a decrease of 40%. The significant contributors to this decrease are detailed below. In the majority of other capital projects savings were made in project costs. (see the CapEx Tracker 2014/15 in the attachments).

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Project	Comment	Amount (\$ '000s)
Housing	Sale of Hedditch St not anticipated to proceed in 2014/15. Capital works project scaled back to purchase land for housing in Tom Price.	(0.600)
Paraburdoo Child Care	Tender to be determined April 2015 with works expected to commence June/July 2015.	(3.200)
Paraburdoo CHUB	Funding application progressing. Minimal funding required in 2014/15.	(6.000)
Onslow Skate Park	Planning occurring in 2014/15. Project to be constructed in 2015/16.	(0.900)
Onslow Swimming Pool	Business Plan commenced. Minimal funding required in 2014/15. Project to be under construction in 2015/16.	(5.100)
Onslow Basketball Courts	Tender to be determined May 2015 works expected to commence June/July 2015.	(3.000)
Onslow Administration Centre	Tender to be determined in April 2015 works expected to commence in June/July 2015	(6.100)
Ocean View Caravan Park	Business Plan commenced. Minimal works occurring in 2014/15. Stage 1 works to be undertaken in 2015/16.	(1.500)
Onslow Refuse Site	Tender to be determined May 2015 with works expected to commence June/July 2015.	(1.600)
Onslow Transfer Station	Additional road works associated with entrance to the site required (\$0.5m) funded by loan.	Net 0.000
Purchase of Lazy Land Tom Price	New funding to purchase Lazy Land.	0.400
Onslow Access Ring Road Design and Preliminaries	Additional expenditure \$1.2m. Fully funded by contributions income.	Net 0.000
Total		27.60

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

Some of these projects were being funded by Municipal funds in 2014/15 and these funds have been placed in Reserve so they can be utilised for the projects in 2015/16.

- | | |
|--------------------------------|-------------|
| ▪ Paraburdoo CHUB | \$2,000,000 |
| ▪ Onslow Administration Centre | \$1,375,000 |
| ▪ Onslow Refused Site | \$2,000,000 |
- Generally total operational expenses will remain within budget with a forecast of to be higher by 2% (to \$44.4m). Particular issues are:
 - Continued operation of the Onslow Airport Camp.
 - Demolisation of Nameless Valley Camp has incurred additional accommodation expense for staff previously housed there.
 - Passion of the Pilbara Expenditure bought forward into 2014/15.
 - Tom Price ANZAC memorial proceeding but scaled down.
 - RTIO Club Development funding received in advance of expenditure. Transferred to a Reserve.
 - Town GRV Revaluation expense increased to cover major revaluation of towns.
 - Reorganisation in Development and Regulatory Services Department has resulted in the movement of funds from one sub function to another to reflect the reorganisation.
 - Consultants expenses in Town Planning increased to enable access to \$550,000 of State Government funding for a Local Planning Strategy and Coastal Study.
 - Plant and Vehicle purchase cost lower than expected.
 - Road reseals additional works required.
 - Street Lighting planning occurring.
 - Flood damaged funds not required.
 - Lower than expected operating costs from Onslow (due to closure) and Tom Price Refuse (operational efficiencies) sites.
 - Asset Management – Drainage Data Pickup – scope changing and now incorporating town planning aspects in Onslow. Minimal funds required in 2014/15.
 - Generally total operational income (other than Rates and Capital Funding) will remain within budget with a forecast to be higher by 4% (to \$23.3m). Particular issues are:
 - Grants funding for Tom Price ANZAC memorial not received.
 - Great that expected Interest being received on Reserves.
 - Sale of Onslow Emergency Service Building achieved. Funds Transferred to Onslow Community Infrastructure Reserve
 - Building License fees to be lower than expected.
 - Continued operation of the Onslow Airport Camp.
 - Onslow Industrial Development sale not expected in 2014/15.
 - Private Works income lower than expected.
 - Grant monies from Department of Parks & Wildlife for National Park roads not occurring. (July 2014 Council meeting)
 - Onslow Airport income to be lower than expected.
 - Sanitation income overall expected to be on Budget.
 - Budget requests for two additional Projects were received:
 - Onslow Boardwalk repairs \$550,000.

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- Onslow Museum “Shell Shed” (\$80-90,000).

They were not incorporated into the Review due to uncertainty over land tenure and the need to maximise the transfer into the Projects Reserve.

If Council wishes to include these projects then the transfer to the Projects Reserve will need to be reduced. The alternative is to consider them as part of the 2015/16 budget.

Attached are detailed schedules showing the 30 June 2015 Forecast and explanations for the variance.

ATTACHMENT 13.4 UNDER SEPARATE COVER

Consultation

Internal consultation with Executive Management and Responsible Officers
Bob Waddell, Local Government Consultant

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 33A – Review of Budget.

Financial Implications

The Budget Materiality variance was adopted at the Special Meeting (Budget) on 30 July 2014. This means a variance of a percentage (equal to or greater than 10%) or a value (equal to or greater than \$20,000) for the 2014/15 financial year must be reported. The Policy was used in this Budget Review.

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. The perceived level of risk is considered to be “Medium” risk and will be managed by specific monitoring and response procedures.

Policy Implications

See Financial Implications.

Voting Requirement

Absolute Majority Required

Recommendation

That Council adopts the 2014/15 Annual Budget Review and approves the 30 June 2015 forecast as the amended Budget for 2014/15 as per **ATTACHMENT 13.4**.

Author: Frank Ludovico	Signature:
Manager: Neil Hartley	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

13.5 SHIRE OF ASHBURTON LONG TERM FINANCIAL PLAN

FILE REFERENCE:	FM28
AUTHOR'S NAME AND POSITION:	Frank Ludovico Executive Manager, Corporate Services
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 13.4 (Minute No. 11613) – Ordinary Meeting of Council 21 August 2013

Summary

The Long Term Financial Plan (LTFP) provides information on the Shire's financial sustainability in the context of the delivery of projects and services contained within the Corporate Business Plan Living Life – Making it Happen 2013-2017.

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Background

Section 5.56(1) of the Local Government Act 1995 requires local government authorities in Western Australia to Plan for the Future. To assist local government authorities in meeting their strategic planning responsibilities pursuant to this section, the Department of Local Government has developed an Integrated Planning and Reporting (IPR) Framework.

The Long Term Financial Plan (LTFP) provides information on the Shire's financial sustainability in the context of the delivery of projects and services contained within the Corporate Business Plan Living Life – Making it Happen 2013-2017.

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

The LTFP will enable Council to model the financial impacts of various activities, initiatives, service levels and programs as well as perform risk analysis to measure the impacts of changing assumptions such as growth, inflation, grants and subsidises, etc. The LTFP will identify whether or not those priorities are sustainable given current resourcing, and will evidence any gap between projected expenditures and projected income.

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Comment

The attached LTFP was developed using issues identified to the Community Strategic Plan and Corporate Business Plan, updated with information and knowledge gained since those plans were adopted.

ATTACHMENT 13.5

It provides the Council and the community with a picture of the Shire's long term financial circumstances and assists us to meet our strategic outcomes and objectives.

We have also investigated ways to improve services to the Community by resource sharing and collaboration with neighbouring local governments.

This work continues as we constantly seek to improve our systems and service delivery.

It should be noted that we are still developing our Asset Management Plan and until this is finalise an important ratio (Asset Renewal Funding ratio) cannot be calculated.

Funding assistance (\$30,000) was received from Department of Local Government and Communities as part of the Local Government Reform Program, with this grant UHY Haines Norton were engaged to help us develop the Plan.

Consultation

Councillors
Chief Executive Officer
Executive Management Team
Other Managers

Statutory Environment

Section 5.56(1) of the Local Government Act 1995 requires local governments to develop a Plan for the Future.

Local Government (Administration) Regulations 1995/19BA Terms Used, 19C Strategic Community Plans, requirements for (Act s5.56), 19DA Corporate Business Plans, requirements for (Act s5.56)

These regulations control the requirements of the Community Strategy Plan and Corporate Business Plan, which have been used to develop the Long Term Financial Plan.

Financial Implications

Section 5.56(1) of the Local Government Act 1995 requires local governments to develop a Plan for the Future.

Local Government (Administration) Regulations 1995/19BA Terms Used, 19C Strategic Community Plans, requirements for (Act s5.56), 19DA Corporate Business Plans, requirements for (Act s5.56)

These regulations control the requirements of the Community Strategy Plan and Corporate Business Plan, which have been used to develop the Long Term Financial Plan.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
Goal 5 - Inspiring Governance
Objective 01 – Custodianship

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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 "High". The high level of risk is being driven by the nature and level assumptions contained in the Plan.

Two Scenarios have been developed to consider Risk. One deals with the reduction of rating revenue due to the change from an investment phase to an operational phase in the mining sector and the other shows the effect if funding is withdrawn from a major capital project.

Both these scenarios assume projects and operations will continue as planned and the required revenue will be secured to sustain these activities. In reality a mixture of reviewing the scope of projects and operational activities and revenue rising will occur.

As our processes mature we will continuously improve the accuracy of the budget forecasts, and also fine-tune our methods of analysing these risk scenarios. Importantly though, the Shire now has its first comprehensive LTFP from which it can begin to assess its long term commitments and priorities, and to base its future budgets upon.

Policy Implications

Policy ELM10 Financial Sustainability Policy applies. This policy establishes the financial sustainability framework for the Council. The policy is based on the Council's desire to plan for on-going financial sustainability to provide appropriate services and infrastructure for the community now and into the future. It provides the framework within which Council will achieve the aims set out in its long-term financial plan.

The Policy outlines the standards for the various financial ratios that are produced by the LTFP. These standards have been developed by the Department of Local Government and Communities.

The Policy indicated "Council will develop the LTFP so that all primary indicators fall within their respective target ranges within five years and then be maintained. Where primary indicators fall outside the acceptable limits, Council will take corrective action and revise plans so that indicators return to acceptable levels within the 10 year planning period".

The Policy lists the following the ratio targets for each of its primary financial sustainability indicators and detailed below are the targets and the standard achieved.

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Ratio	Description	Purposed	Standard	Standard Achieved
<i>Operating surplus ratio</i>	Net operating surplus, divided by own source operating revenue, expressed as a percentage.	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	<p>Standard is not met if the operating surplus ratio is 0%</p> <p>Basic standard is met if the operating surplus ratio is between 0% and 15%.</p> <p>Advanced standard is met if the operating surplus ratio is greater than 15%</p>	<p>Standard is not met average ratio over the 15 year period of the LTFFP of -11%.</p> <p>The ratio reflects changes in forecast revenue and expenditure from Onslow Airport. The ratio is not considered to indicate a threat the Shire's long term financial position but does indicate the Shire's reliance on external grants and contributions.</p>
<i>Current ratio or working capital ratio</i>	<p>Current assets divided by current liabilities.</p> <p>Expressed as 1:X, percentage or decimal figure</p>	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past years transaction.	<p>Standard is not met if this ratio is any value lower than 1 as to 1.</p> <p>Basic standard is met if the ratio is equal to an expression of 1:1 or greater (eg 100% or 1.0).</p>	<p>Standard not met with an average ratio over the 15 year period of the LTFFP of 0.80.</p> <p>For the Shire with a forecast balanced surplus position, the ratio is less than 1.0.</p> <p>Movements in the ratio are a result in movements in the current portion of long term liabilities.</p>
<i>Debt service cover ratio</i>	Annual operating surplus before interest and depreciation divided by annual debt service payments (both principal and interest).	Also known as 'debt coverage ratio', this is the ratio of cash available for debt servicing to interest, principal and lease payments.	<p>Standard is not met if this ratio is lower than 2.</p> <p>Basic standard is met if this ratio is greater than or equal to 2.</p> <p>Advanced standard is met at a higher level if this ratio is greater than 5.</p>	<p>Advanced Standard Achieved with an average ratio over the 15 year period of the LTFFP of 9.31.</p> <p>The ratio is above the ideal range throughout the plan and is fluctuating as existing borrowings are paid off and the operating result changes.</p>

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Whilst the Operating Surplus Ratio, is not within policy parameters in this iteration of the LTFP, future Plans will work towards this goal. More research is required for this ratio though, as it may be that with existing high levels of grants from RTIO/Chevron, skew this ratio, and that “normal” for Ashburton is closer to “0%” than to “15%”

Voting Requirement

Simple Majority Required

Recommendation

That Council:

1. Adopts the Shire of Ashburton Draft Long Term Financial Plan 2015/16 – 2029/30; and
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.

Author: Frank Ludovico	Signature:
Manager: Neil Hartley	Signature:

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14. DEVELOPMENT AND REGULATORY SERVICES REPORTS

There are no Development and Regulatory Services Reports for this agenda.

15. INFRASTRUCTURE SERVICES REPORTS

15.1 ONSLOW AIRPORT REQUEST TO INTRODUCE A NEW FEE FOR THE ADHOC USE OF CHECK IN COUNTERS

FILE REFERENCE:	TT06
AUTHOR'S NAME AND POSITION:	Nicole Hardy Airport Administrator
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	5 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the matter.
PREVIOUS MEETING REFERENCE:	Agenda Item 13.3 (Minute No. 11818) – Ordinary Meeting of Council 18 June 2014 Agenda Item 15.3 (Minute No. 11896) – Ordinary Meeting of Council 10 December 2014

Summary

The purpose of this report is to introduce a new fee for the adhoc use of the check in counters in the Onslow Airport Terminal.

This would solely be for the use of the check in counter only and not the same use of other terminal facilities per a single user lease agreement.

Background

At the 10 December 2014 Ordinary Meeting of Council, Council resolved to delegate authority to the CEO to negotiate and execute commercial licenses and leases associated with operations at the Onslow Airport. Negotiations are progressing with current and potential airport tenants.

To allow Airline Operators to undertake full arrival and departure services, the establishment of commercial lease agreements are required to cover the use of the below areas:

1. 2 x Check In Counters
2. Dispatch Office
3. Communications Room
4. Kitchen
5. Toilets

No charge had been put in place for the use of check in counters on an adhoc basis.

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The third check in counter has been allocated for the use of other airlines, upon request, on an adhoc basis.

Comment

The adhoc counter users will be charged by invoice based on the outbound passenger numbers processed through that counter. This information is provided by the Airline via their manifest which doubles for the records we use to charge Passenger Fees.

Consultation

Executive Manager – Infrastructure Services

Statutory Environment

Changes to Fees and Charges are controlled in the main, by S6.16 (3)(b) and S6.19 of the Local Government Act. Changes to fees need to be passed by absolute majority and advertised to the general public.

Financial Implications

The proposed adoption of a fee for the adhoc use of check in counters will realise additional income not currently budgeted.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 04 – Distinctive and Well serviced Places

Objective 01 – Quality Public Infrastructure

Objective 02 – Accessible and Safe towns

Objective 03 – Well Planned towns

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 Low as the proposal will realise unbudgeted income.

Policy Implications

Policy ELM10 (Financial Sustainability) outlines that "no policy or other decisions will be made without considering the long term financial impact in those decisions".

Voting Requirement

Absolute Majority Required

Recommendation

That Council adopt the fee of \$1.00 (ex GST) per departing passenger utilising the vacant check in counter at the Onslow Airport Terminal on an adhoc basis.

Author: Nicole Hardy	Signature:
Manager: Troy Davis	Signature:

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

16. STRATEGIC AND ECONOMIC DEVELOPMENT REPORTS

16.1 ONSLOW AIRPORT EXTERNAL OFFICE BUILDING LICENCE AGREEMENT

FILE REFERENCE:	TT06.21
AUTHOR'S NAME AND POSITION:	Janelle Fell Economic and Land Development Manager
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	10 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 16.2 (Minute No. 11898) – Ordinary Meeting of Council 10 December 2014

Summary

Council endorsed at the 10 December 2014 Ordinary Meeting to:

1. Delegate Authority to the Chief Executive Officer to negotiate the terms of commercial lease agreements for airline operators at the Onslow Airport Terminal, generally in accordance with the terms outlined in this report, and advertise the proposal for public comment; and
2. Authorise the execution of the lease agreements should no adverse public comment be received.

Negotiations were undertaken, with Onslow Aviation Services advising the check-in counter is not required on a regular basis as identified in the December 2014 Agenda Item, due to Alliance Airlines ceasing their weekly flight to Onslow.

Council endorsement is now sought to enter into a Licence Agreement with Onslow Aviation Service to enable the business to utilise the external office building.

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Background

With the construction of the Onslow Airport Terminal, the existing temporary facilities will be decommissioned. Current Licensee Onslow Aviation Services Licence Agreement for the temporary facility expired in March 2014, with tenure secured by a "Holding Over" clause of the Licence Agreement until the completion of the new Airport Facilities.

Negotiations for a new agreement, as per the December 2014 Resolution were undertaken, with Onslow Aviation Services advising the check-in terminal is no longer required on a regular basis due to the cancellation of Alliance Airlines weekly service to Onslow.

Exmouth Aviation Services advised though, that an external office area is required for ground staff. Provision has been made for 18sqm of the shared external office building, kitchen and toilet facilities and the General Equipment Shed GSE shed for storage.

Comment

The term is an initial two year term expiring on the 28th February 2017, with two further one year optional terms. Consideration was given to the valuation by Griffin Valuation in September 2014 when setting the Annual Licence Fee at \$20,400, which includes all outgoings such as electricity, water, fair wear and tear to the facility and fixtures and a storage provision as agreed by the Airport Manager in the GSE Shed. The Annual Licence Fee as per the expired agreement is \$31,200 per annum. The reduction reflects the exclusion of the check-in counter, dispatch office and communications room, which will be charged ad hoc as per Agenda Item 15.1 of the 18 March 2015 Ordinary Meeting of Council.

Opportunity exists for an additional Licence Agreement, should the interest arise, for the shared use of the external office building with Onslow Aviation Services.

To allow full arrival and departure services at the Onslow Airport, Council endorsement of the Licence Agreement is requested.

ATTACHMENT 16.1

Consultation

Executive Manager – Strategic and Economic Development

Airport Manager – Infrastructure Services

Statutory Environment

In accordance with section 3.58 'Disposing of Property' of the Local Government Act 1995, disposal of property exceeding \$20,000 must be advertised for public comment for a period of no less than 14 days.

Financial Implications

Contingency for the financial implications of the proposed licence agreement will be made through the budget variation process.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 02 – Enduring Partnerships

Objective 01 – Strong Local Economies

Objective 02 – Enduring Partnerships with Industry and Government

Goal 04 – Distinctive and Well Services Places

Objective 01 – Quality Public Infrastructure

Objective 02 – Accessible and Safe Towns

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

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 "Low" risk and can be managed by routine procedures, and is unlikely to need specific application of resources.

Policy Implications

There are no policy implications for this matter.

Voting Requirement

Absolute Majority Required

Recommendation

That Council:

1. Authorise the Licence Agreement with Onslow Aviation Services and advertise the proposal for public comment; and
2. Authorise the Shire President and Chief Executive Officer to affix the Common Seal of the Shire of Ashburton to the Licence Agreement should no adverse public comment be received after local public notice as per s3.58 of the Local Government Act 1995.

Author: Janelle Fell	Signature:
Manager: Anika Serer	Signature:

17. COUNCILLORS AGENDA ITEMS / NOTICES OF MOTIONS

There are no Councillors Agenda Items / Notices of Motion for this agenda.

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

19. CONFIDENTIAL MATTERS

Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:

(2) If a meeting is being held by a Council or by a committee referred to in subsection (1)(b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal:

(I) a trade secret;

(II) information that has a commercial value to a person; or

(III) information about the business, professional, commercial or financial affairs of a person,

Where the trade secret or information is held by, or is about, a person other than the local government.

(f) a matter that if disclosed, could be reasonably expected to:

(I) Impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

(II) Endanger the security of the local government's property; or

(III) Prejudice the maintenance or enforcement of any lawful measure for protecting public safety;

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and

(h) such other matters as may be prescribed.

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

19.1 CONFIDENTIAL ITEM - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE & REMUNERATION REVIEW

FILE REFERENCE:	GV05
AUTHOR'S NAME AND POSITION:	Kim Parks Manager, Organisational Development
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	4 March 2015
DISCLOSURE OF FINANCIAL INTEREST:	The author has no financial interest in the proposal.
PREVIOUS MEETING REFERENCE:	Agenda Item 19.1 (Minute No. 11808) – Ordinary Meeting of Council 21 May 2014 Agenda Item 18.1 (Minute No. 11591) – Ordinary Meeting of Council 17 July 2013 Agenda Item 6.1 (Minute No. 13) – Special Meeting of Council 5 July 2013

Report/Attachment is Confidential as per Local Government Act 1995, Section 5.23 (2)(a).

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

19.2 CONFIDENTIAL ITEM - SKIPPERS AVIATION - REQUEST FOR EXTENSION FOR FINANCIAL SUPPORT FOR OPERATIONS INTO ONSLOW AIRPORT

FILE REFERENCE: GV05

AUTHOR'S NAME AND POSITION: Megan Walsh
Airport Manager

NAME OF APPLICANT/RESPONDENT: Skippers Aviation

DATE REPORT WRITTEN: 6 March 2015

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in this matter.

PREVIOUS MEETING REFERENCE: Agenda Item 14.12.0 (Minute No. 14.12.10) – Ordinary Meeting of Council 15 December 2010
Agenda Item 19.1 (minute No 19.1) – Ordinary Meeting of Council 16 July 2014

Report/Attachment is Confidential as per Local Government Act 1995, Section 5.23 (2)(e).

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

19.3 CONFIDENTIAL ITEM - RFT 03/15 DESIGN AND CONSTRUCTION OF THE ONSLOW AIRPORT TERMINAL CIVIL WORKS

FILE REFERENCE: CM03.15

AUTHOR'S NAME AND POSITION: Troy Davis
Executive Manager, Infrastructure Services

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 10 March 2015

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in the matter.

PREVIOUS MEETING REFERENCE: Not Applicable

Report/Attachment is Confidential as per Local Government Act 1995, Section 5.23 (2)(e).

AGENDA - ORDINARY MEETING OF COUNCIL 18 MARCH 2015

20. NEXT MEETING

The next Ordinary Meeting of Council will be held on 15 April 2015, at the Clem Thompson Sports Pavillion, Stadium Rd, Tom Price, commencing at 1.00 pm.

21. CLOSURE OF MEETING