

**SHIRE OF ASHBURTON**

**ORDINARY MEETING OF COUNCIL**

**AGENDA  
(Public Document)**

**Clem Thompson Sports Pavilion, Stadium  
Road, Tom Price**

**15 October 2014**

**1.00 pm**

# AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

## 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 15 October 2014 at Clem Thompson Sports Pavilion, Stadium Road, Tom Price 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.*

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

<b>1.</b>	<b>DECLARATION OF OPENING.....</b>	<b>4</b>
<b>2.</b>	<b>ANNOUNCEMENT OF VISITORS.....</b>	<b>4</b>
<b>3.</b>	<b>ATTENDANCE .....</b>	<b>4</b>
3.1	PRESENT.....	4
3.2	APOLOGIES.....	4
3.3	APPROVED LEAVE OF ABSENCE.....	4
<b>4.</b>	<b>QUESTION TIME .....</b>	<b>4</b>
4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	4
4.2	PUBLIC QUESTION TIME .....	4
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>6.</b>	<b>DECLARATION BY MEMBERS.....</b>	<b>4</b>
6.1	DECLARATION OF INTEREST .....	4
<b>7.</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION .....</b>	<b>5</b>
<b>8.</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS.....</b>	<b>5</b>
8.1	PETITIONS.....	5
8.2	DEPUTATIONS .....	5
8.3	PRESENTATIONS .....	5
<b>9.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>5</b>
9.1	ORDINARY MEETING OF COUNCIL HELD ON 17 SEPTEMBER 2014 .....	5
<b>10.</b>	<b>AGENDA ITEMS ADOPTED "EN BLOC" .....</b>	<b>6</b>
10.1	MOVE AGENDA ITEMS 'EN BLOC'.....	6
<b>11.</b>	<b>CHIEF EXECUTIVE OFFICER REPORTS .....</b>	<b>7</b>
11.1	PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS SEPTEMBER 2014 .....	7
11.2	ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2014 .....	9
11.3	ORDINARY MEETING OF COUNCIL - SCHEDULE OF MEETING DATES, TIMES AND LOCATIONS FOR JANUARY TO DECEMBER 2015.....	14
<b>12.</b>	<b>COMMUNITY DEVELOPMENT REPORTS .....</b>	<b>19</b>
<b>13.</b>	<b>CORPORATE SERVICES REPORTS .....</b>	<b>19</b>
13.1	RECEIPT OF FINANCIALS AND SCHEDULE OF ACCOUNTS FOR MONTH OF AUGUST & SEPTEMBER 2014.....	19
13.2	BUDGET AMENDMENT / VARIATION.....	21
<b>14.</b>	<b>DEVELOPMENT AND REGULATORY SERVICES REPORTS .....</b>	<b>25</b>
14.1	SEEKING APPROVAL FOR FINAL STREET NAMES FOR 'BARRARDA ESTATE' IN ONSLow.....	25
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' .....	29
<b>15.</b>	<b>INFRASTRUCTURE SERVICES REPORTS .....</b>	<b>35</b>
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.....	35
<b>16.</b>	<b>STRATEGIC &amp; ECONOMIC DEVELOPMENT REPORTS .....</b>	<b>39</b>
16.1	OCEAN VIEW CARAVAN PARK - REVIEW OF FEES AND CHARGES.....	39
<b>17.</b>	<b>COUNCILLOR AGENDA ITEMS.....</b>	<b>43</b>
<b>18.</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....</b>	<b>43</b>
<b>19.</b>	<b>CONFIDENTIAL MATTERS .....</b>	<b>43</b>
19.1	CONFIDENTIAL ITEM - OUTCOME OF REQUEST FOR TENDER TO LEASE ONSLOW CONSTRUCTION CAMP (RFT 25/14).....	44
19.2	CONFIDENTIAL ITEM - NAMELESS VALLEY CAMP UPDATE AND REVIEW .....	45
<b>20.</b>	<b>NEXT MEETING.....</b>	<b>45</b>
<b>21.</b>	<b>CLOSURE OF MEETING .....</b>	<b>45</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 1. DECLARATION OF OPENING

### 2. ANNOUNCEMENT OF VISITORS

### 3. ATTENDANCE

#### 3.1 PRESENT

#### 3.2 APOLOGIES

#### 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 17 September 2014, there were no public questions tabled.

#### 4.2 PUBLIC QUESTION TIME

### 5. APPLICATIONS FOR LEAVE OF ABSENCE

### 6. DECLARATION BY MEMBERS

#### 6.1 DECLARATION OF INTEREST

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

#### **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.

## **AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014**

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.

### **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 17 SEPTEMBER 2014**

**Officer's Recommendation**

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

That the Minutes of the Ordinary Meeting of Council held on 17 September 2014, as previously circulated on 22 September 2014, be confirmed as a true and accurate record.

### 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."*

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 11. CHIEF EXECUTIVE OFFICER REPORTS

#### 11.1 PROGRESS OF IMPLEMENTATION OF COUNCIL DECISIONS SEPTEMBER 2014

<b>FILE REFERENCE:</b>	OR.MT.1
<b>AUTHOR'S NAME AND POSITION:</b>	Chelsie Robson CEO & Councillor Support Officer
<b>NAME OF APPLICANT/ RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	30 September 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 1.1 (Minute: 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.

#### **ATTACHMENT 11.1**

#### **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.

#### **Consultation**

Chief Executive Officer  
Executive Management Team

#### **Statutory Environment**

Not Applicable

#### **Financial Implications**

Not Applicable

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 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

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

Not Applicable

### Voting Requirement

Simple Majority Required

### Recommendation

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

<b>Author: Chelsie Robson</b>	<b>Signature:</b>
<b>Manager: Neil Hartley</b>	<b>Signature:</b>



## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 11.2 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2014

<b>FILE REFERENCE:</b>	OR.DA.00.00 AS.AS.00000.000 PS.TP.07.00
<b>AUTHOR'S NAME AND POSITION:</b>	Janyce Smith Executive Officer  Susan Babao Administration Assistant, Planning & Health Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 October 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The authors have no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

#### **Summary**

The purpose of this agenda item is to report back to Council actions performed under delegated authority for the month of September 2014.

This report includes all actions performed under delegated authority for:

- The Use of the Common Seal.
- Development Approvals Issued.
- 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**

##### *The Use of the Common Seal*

Details of the use of the Common Seal for the month of September 2014 are set out below.

##### *Planning Delegations*

Details of delegations undertaken for the month of September 2014 are set out below.

##### *Approval to Purchase Goods and Services by the Chief Executive Officer*

Details of approvals to Purchase Goods and Services by the Chief Executive Officer under delegated authority are set out below.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

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

Details of tender approvals by the Delegations of Authorisation used by the Chief Executive Officer are set out below.

The Information Bulletin is not a public document and so to increase transparency, a report on actions performed under delegated authority has been prepared for Council.

This report is prepared for each Council meeting.

### The Use of the Common Seal

The Common Seal has been affixed to the following documents for the month of September 2014:

Seal 582 Application for Notification under Section 70A – Planning Approval 20120377 – 12 Unit Multi-residential Development Lot 245 No. 4 Second Avenue, Onslow

### Planning Delegations

Planning Delegations undertaken for the month of September 2014.

A	Advertising and Determining Applications for Planning Approval				
	Adv or Det. App.	Date	Applicant	Description	Development location
	Delegated Approval 14-39	5/09/2014	Dirtpaw Pty Ltd	MOTOR VEHICLE AND/OR MARINE REPAIR Office, Crib Room, Toilet, Customer Area	Lot 597 Beadon Creek Road, Onslow
	Delegated Approval 14-50	5/09/2014	Megara	Amendment to existing Planning Approval 14-9 (Mixed Use Development)	Lot 306 No. 5 First Ave, Onslow
	Advertised LPP 29	10/09/2014	Dykstra Planning	LPP29 Lot 381 Second/Third Ave, Onslow (Development Plan)	Lot 381 Second/Third Avenue, Onslow
	Delegated Approval 14-45	15/09/2014	Colin Sumner	R-Code variation to build steel shed within 1m of two boundaries	Lot 54/178 / House No. 35 Peedamulla Way, Pannawonica
	Delegated Approval 14-56	22/09/2014	Pure Mechanical	MOTOR VEHICLE AND/OR MARINE REPAIR - amendment to existing planning approval 14-33 - for roller doors and mezzanine floor at Lot 903 Doradeen Road, Tom Price	Lot 903 Doradeen Road, Tom Price
	Delegated Approval 14-60	25/09/2014	Anthony Blaker	R-Code variation - carport extension 500mm from boundary	Lot 504 Ashburton Ave, Paraburdoo
	Delegated Approval 14-22	30/09/2014	Nanutarra Roadhouse	MOTOR VEHICLE AND/OR MARINE SERICE STATION - Additional diesel tank and dispensers - hardstand and parking	Lot 2 (PC.LOC.69) Diagram No. 40273 Nanutarra Roadhouse

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

	Delegated Approval 14-40	30/09/2014	Imagesource	Billboard Sign 10 x 3m for Barrarda Estate	Lot 571 Corner of Eaglenest Road and Onslow Road, Onslow
B	Advertising draft Development Plans - none				
C	Advertising Extension for Town Planning Scheme Amendments and Development Plans - none				
D	Subdivision and Development Design - none				
E	Consideration of WAPC Referrals of Applications for Subdivision Approval - none				
F	Clearance of Local Government Conditions associated with Subdivision Approval - WAPC 149621 - Lot 555, 556, 557 & 563 Beadon Creek Road, Onslow - WAPC 145278 - Lot 914 No. 21 McGrath Avenue, Onslow				
G	Issue of Certificates (Strata Titles) - none				
H	<p>Directions regarding unauthorised development</p> <ul style="list-style-type: none"> <li>• Serve 'stop the use' notice on Lot 558 Beadon Creek, Onslow (Kempton) for unlawful use of lot being 'truck lay down area' in a Lot zoned 'tourism' which is adjacent to a noise sensitive tourism/accommodation premises. Notice also sent to occupiers Regal Transport and Total AMS.</li> <li>• Continue to assist Lot 597 Beadon Creek Rd, Onslow (Sweeting) in relation to retrospective planning and building approvals for unauthorised shed structure with set back problems. All applications to be fully certified with relevant engineering specs.</li> <li>• Send notice to Dept of Transport in relation to noise complaints arising from recent activities carried out by Drilline for Port Development. DOT advised to ensure dust suppression plan and noise abatement plan be in place for any further development in accordance with the Environmental Protection Act and Noise Regulations. DOT also put on notice in relation to Sunday works.</li> <li>• Warnings sent to developers in Warara St, Tom Price for Sunday noise emanating from works found by the author and stopped immediately.</li> <li>• Investigate possible unauthorised buildings on Cheela Plains Station. Retrospective planning, building and health applications may be required.</li> <li>• Complete final building inspections outstanding due to Brian Cameron's departure in conjunction with Hendry Group.</li> <li>• Request both Ashburton Transit and Dreads Contracting submit retrospective Home Business applications.</li> </ul>				
I	Responsible Authority Reports to the Development Assessment Panel				
	Date	Applicant	Description	Development Location	
	none				

### Approval to Purchase Goods and Services by the Delegations of Authorisation used by Chief Executive Officer

This following table presents a summary of the Approvals to Purchase Goods and Services by the CEO Under Delegated Authority for the month of September 2014.

Approval Date	File Ref	Title	Decision
12/9/2014	AS.WI.002.00	Wittenoom Claims – Legal	Authorising payment of claim – no greater than \$3,150.
22/9/2014	FI.DR	Writing Off Debts	Write Off Debt for commercial bin agreement \$452.65 – Amar Electrics. After numerous attempts the debt collectors have recommended the debt not commercially viable to pursue.
30/9/2014	RE.OA.R.35118	Council Endorsement of MOU – Pilbara Regional Council	Council endorsement of the MOU between the SoA and PRC was pledged at the September Council Meeting with authorisation to the CEO to execute the document.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

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

This following table presents a summary of the Tender Approvals by the CEO Under Delegated Authority for the month of September 2014.

Approval Date	File Ref	Title	Tenderer	Total Score (/100)	\$
		There were no tender approvals for the month of September.			

### **Consultation**

#### The Use of the Common Seal

Chief Executive Officer

#### Planning Delegations Issued

Chief Executive Officer

Executive Manager, Development & Regulatory Services

#### Approval to Purchase Goods and Services by the Chief Executive Officer

Executive Manager, Corporate Services

Executive Manager, Strategic & Economic Development

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

Not applicable.

### **Statutory Environment**

#### The Use of the Common Seal

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

#### Planning Delegations Issued

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.

#### Planning Delegations Issued

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

There are no financial implications related to this matter.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 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

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

#### The Use of the Common Seal

ELM 13 – Affixing the Shire of Ashburton Common Seal.

#### Planning Delegations Issued

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 September 2014".

<b>Author:</b> Janyce Smith Susan Babao	<b>Signature:</b>
<b>Manager:</b> Neil Hartley	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 11.3 ORDINARY MEETING OF COUNCIL - SCHEDULE OF MEETING DATES, TIMES AND LOCATIONS FOR JANUARY TO DECEMBER 2015

<b>FILE REFERENCE:</b>	OR.MT.00.00
<b>AUTHOR'S NAME AND POSITION:</b>	Janyce Smith Executive Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 October 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has not financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 10.4 (Minute No: 11688) Ordinary Meeting of Council 20 November 2013 Agenda Item 10.6 (Minute No: 11586) Ordinary Meeting of Council 17 July 2013 Agenda item 10.1 (Minute No: 11395) Ordinary Meeting of Council 16 January 2013

#### Summary

It is a requirement for Council to adopt the schedule of meeting dates, times and locations for all Ordinary Meetings of Council each year.

The following have been submitted to Council for approval:

1. Schedule of Meeting Dates, times and locations.
2. Commencement times for Elected Member Information Forums (EMIF).
3. Elected Member Information Forums "Carried Over" Compliance Items.

#### Background

In November 2013, Council adopted the meeting schedule for the entire 12 month period from January to December 2014.

In September 2014 consultation occurred with Councillors on the schedule of meeting dates, times and locations as well as Elected Member Information Forums.

This report sets out the proposed dates and commencement times of Council Meetings and EMIF's.

#### Comment

In determining the dates, times and locations for the Ordinary Meeting of Council for the upcoming year consideration has been given to a number of factors including travel and facilitation of Elected Member Information Forums (EMIF) with Councillors and Executive Managers.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

Suggested dates are outlined in the table below. If this proposal is adopted there will be four meetings in Onslow, four meetings in Tom Price, three meetings in Paraburdoo and one meeting in Pannawonica during the year. Traditionally meetings are held on the third Wednesday of the month. It is suggested that the January 2015 meeting be scheduled for the fourth Wednesday (28 January 2015) and the December 2015 meeting be scheduled for the second Wednesday (9 December 2015) to best accommodate the Christmas and New Year period.

The proposed schedule is set out below.

DATE	LOCATION	TIME
Wednesday, 28 January 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 18 February 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 18 March 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 15 April 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 20 May 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 17 June 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 15 July 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 19 August 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 16 September 2015	Mayu Maya Centre / Barry Lang Centre, Pannawonica	1:00 pm
Wednesday, 21 October 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 18 November 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 9 December 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm

In previous years Workshops and Briefing Sessions were held prior to Council Meetings. These workshops / briefing sessions will be replaced by the Elected Member Information Forums (EMIF). The EMIF's are intended to provide a forum at which Elected Members:

- Can become fully informed on matters that will be considered by Council; and
- Can raise and discuss a broad range of matters of strategic and operational significance.

This will ensure that Councillors' time and expertise to deal with strategic issues is maximised on the Council Meeting days when all Councillors are together.

The EMIF's items of business are divided into four distinct sections:

- En Bloc Discussion
- EMIF Compliance Items
- EMIF Workshop/Presentation
- EMIF "Carried Over" Compliance Items

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

The proposed commencement times for EMIF's is set out below.

- Tom Price / Paraburdoo: 10.00 am (2 hours available including ½ hour for En Bloc items).
- Onslow / Pannawonica: 11.00 am (1 hour available including ½ hour for En Bloc items).

A schedule has been developed for Elected Members to complete the Compulsory Annual Compliance Items not dealt with at the Council Meeting day Elected Member Information Forums. It is proposed that this forum occur on a monthly basis but only as required. Proposed dates and times for EMIF "Carried Over" Compliance Items is set out below.

	DATE	TIME
Carry Over December 2014 EMIF	7 Jan 15	7 pm or as required
Carry Over January EMIF	11 Feb 15	7 pm or as required
Carry Over February EMIF	4 Mar 15	7 pm or as required
Carry Over March EMIF	1 Apr 15	7 pm or as required
Carry Over April EMIF	6 May 15	7 pm or as required
Carry Over May EMIF	3 Jun 15	7 pm or as required
Carry Over June EMIF	1 Jul 15	7 pm or as required
Carry Over July EMIF	5 Aug 15	7 pm or as required
Carry Over August EMIF	2 Sep 15	7 pm or as required
Carry Over September EMIF	30 Sep 15	7 pm or as required
Carry Over October EMIF	4 Nov 15	7 pm or as required
Carry Over November EMIF	2 Dec 15	7 pm or as required
Carry Over December EMIF	16 Dec 15	7 pm or as required

### Consultation

Chief Executive Officer  
Councillors

### Statutory Environment

Local Government Act 1995, Section 5.3 requires Council to hold an Ordinary Meeting not more than three months apart.

Section 5.25(g) Local Government Act 1995 indicates regulations may be made concerning the giving of public notice of the date and agenda for council or committee meetings.

Local Government Admin Regulations 12 specifies the Date, Time and Venue of Ordinary Council Meetings for the next 12 months must be advertised once a year.

### Financial Implications

Council sets aside sufficient funds in its budget to meet the cost of the advertisement and the associated Council meetings.

### Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022  
Goal 05 – Inspiring Governance  
Objective 03 – Council Leadership



## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 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

Council Policy ELM01 – Council and other meetings

### Voting Requirement

Simple Majority Required

### Recommendation

That Council:

1. Adopt the Schedule of Ordinary Council Meeting dates, times and locations for the period January 2015 to December 2015 as outlined below.

DATE	LOCATION	TIME
Wednesday, 28 January 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 18 February 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 18 March 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 15 April 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 20 May 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 17 June 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 15 July 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 19 August 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm
Wednesday, 16 September 2015	Mayu Maya Centre / Barry Lang Centre, Pannawonica	1:00 pm
Wednesday, 21 October 2015	Clem Thompson Sports Pavilion, Stadium Road, Tom Price	1:00 pm
Wednesday, 18 November 2015	Ashburton Hall, Ashburton Avenue, Paraburdoo	1:00 pm
Wednesday, 9 December 2015	Onslow Multi-Purpose Centre, Cnr McGrath Rd & Hooley Avenue, Onslow	1:00 pm

2. Pursuant to section 5.25(g) of the Local Government Act 1995, give local public notice of the Schedule of Meeting dates, times and locations for the period January 2015 to December 2015.
3. Approve the commencement times for the Council Meeting Day Elected Member Information Forums as set out below:
  - Tom Price and Paraburdoo: 10.00 am.
  - Onslow and Pannawonica: 11.00 am.
4. Approve the dates and commencement times for the Elected Member Information Forums "Carried Over" Compliance Items as set out below:

	DATE	TIME

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

Carry Over December 2014 EMIF	7 Jan 15	7 pm or as required
Carry Over January EMIF	11 Feb 15	7 pm or as required
Carry Over February EMIF	4 Mar 15	7 pm or as required
Carry Over March EMIF	1 Apr 15	7 pm or as required
Carry Over April EMIF	6 May 15	7 pm or as required
Carry Over May EMIF	3 Jun 15	7 pm or as required
Carry Over June EMIF	1 Jul 15	7 pm or as required
Carry Over July EMIF	5 Aug 15	7 pm or as required
Carry Over August EMIF	2 Sep 15	7 pm or as required
Carry Over September EMIF	30 Sep 15	7 pm or as required
Carry Over October EMIF	4 Nov 15	7 pm or as required
Carry Over November EMIF	2 Dec 15	7 pm or as required
Carry Over December EMIF	16 Dec 15	7 pm or as required

<b>Author: Janyce Smith</b>	<b>Signature:</b>
<b>Manager: Neil Hartley</b>	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 12. COMMUNITY DEVELOPMENT REPORTS

There are no Community Development Reports for this agenda.

### 13. CORPORATE SERVICES REPORTS

#### 13.1 RECEIPT OF FINANCIALS AND SCHEDULE OF ACCOUNTS FOR MONTH OF AUGUST & SEPTEMBER 2014

<b>FILE REFERENCE:</b>	FI.RE.00.00
<b>AUTHOR'S NAME AND POSITION:</b>	Leah M John Finance Manager
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	2 October 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	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

As at the date of writing the agenda, the below items have yet to be finalised for 2013/14 financial yearend which have a flow on effect on the financial data for 2014/15 year;

Depreciation on fixed assets have been reported at zero value as Fair Value Reporting for Land and Buildings is still progressing and if reported now would reflect incorrect financial data as well as creating more work for staff to reconcile and balance the asset ledger for both financial years.

Administration costs, staff housing costs and plant recovery costs have not been allocated out to reporting programs until allocations for the 2013/14 year is are finalised.

This report presents a summary of the financial activities/schedule of accounts for the following months:

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### August 2014

- Statements of Financial Activity and associated statements for the Month of August 2014.

**ATTACHMENT 13.1A**

### September 2014

- Schedule of Accounts and Credit Cards paid under delegated authority for the Month of September 2014.

**ATTACHMENT 13.1B**

### 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  
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 for this matter.

### Voting Requirement

Simple Majority Required

### Recommendation

That Council:

1. Accepts the Financial Reports for August 2014 **ATTACHMENT 13.1A**; and
2. Notes the Schedule of Accounts and Credit Cards paid in September 2014 as approved by the Chief Executive Officer in accordance with delegation DA03-1 Payments from Municipal Fund and Trust Funds as per **ATTACHMENT 13.1B**.

<b>Author: Leah M John</b>	<b>Signature:</b>
<b>Manager: Frank Ludovico</b>	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 13.2 BUDGET AMENDMENT / VARIATION

**FILE REFERENCE:** FI.BU.14.15

**AUTHOR'S NAME AND POSITION:** Leah M John  
Finance Manager

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 2 October 2014

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

**PREVIOUS MEETING REFERENCE:** Not Applicable

#### Summary

The 2014/2015 budget was officially adopted by Council on 30 July 2014 and throughout the year variations occur. It is the purpose of this report to bring these to the attention of Council.

#### Background

The 2014/2015 budget was officially adopted by Council on 30 July 2014 and throughout the year variations occur. It is the purpose of this report to bring these to the attention of Council.

It is proposed to amend the 2014/2015 budget to reflect various adjustments to the General Ledger with an overall effect to the budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

#### Comment

It is recommended that the required budget variations to the Adopted Budget for 2014/2015 as outlined below be approved.

<b>1. Community Development: Paraburdoo and Vic Hayton Memorial Swimming Pool</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget Figure</b>
111278	Grant Income Paraburdoo Pool	\$0	\$30,000	\$30,000
BC345	Cap- Paraburdoo Swimming Pool	\$4,870	\$30,000	\$34,870
113463	Grant Income Tom Price Pool	\$0	\$30,000	\$30,000
BC335	Cap-Vic Hayton Memorial Pool	\$4,000	\$30,000	\$34,000

**Reason:** To bring into account new grant funding secured, 'Pools to Gleam' of \$30,000 from Royalties for Regions for swimming pools in the Northwest. This variation will have nil effect on

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

budget. Funding is to provide BBQ's and lights at Paraburdoo and hot water for the showers at Tom Price pools (improvements unable to be funded in the initial budget considerations).

### 2. Community Development: Ovals

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget Figure
15152	Cap- Paraburdoo Oval Goal Posts	\$25,000	-\$13,000	\$12,000
15155	Cap- Paraburdoo Oval Grandstands	\$30,000	\$13,000	\$43,000

**Reason:** A variation is required to reflect current expenditure forecasts. This variation will have nil effect on budget and both projects are still anticipated to proceed.

### 3. Development & Regulatory Services: Building Control

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget Figure
135562	Op-Print / Stationery / Publications	\$10,000	-\$5,000	\$5,000
137932	Op-Minor Asset Purchases	\$0	\$5,000	\$5,000

**Reason:** Minor asset purchases for items such as chairs, desks, etc as is required. This variation will have nil effect on budget.

### 4. Development & Regulatory Services Building Control

GL/Job Number	General Ledger Description	Current Budget	Variation Amount	Revised Budget Figure
140111	Salaries & Superannuation	\$1,050,416	-\$94,535	\$995,881
072082	Salaries & Superannuation	\$346,436	\$94,535	\$440,971

**Reason:** Salaries budget for Building Compliance Officer currently reported under the Infrastructure section to be reallocated to Building Control section. This variation will have nil effect on budget.

#### Consultation

Executive Management Team  
Finance Manager

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### Statutory Environment

The Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(b) is authorised in advance by resolution\*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

\* requires an absolute majority of Council

### Financial Implications

The proposed budget amendments will have nil impact on current budget position deficit of \$8,000. This will be considered in our Annual Budget review.

### Strategic Implications

Shire of Ashburton 10 year Community Strategic Plan  
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: Managed by routine procedures, 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 approved the required budget variations to the Adopted Budget for 2013/2014 as outlined below:

<b>1. Community Development: Paraburdoo and Vic Hayton Memorial Swimming Pool</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget Figure</b>
111278	Grant Income Paraburdoo Pool	\$0	\$30,000	\$30,000
BC345	Cap- Paraburdoo Swimming Pool	\$4,870	\$30,000	\$34,870
113463	Grant Income Tom Price Pool	\$0	\$30,000	\$30,000
BC335	Cap-Vic Hayton Memorial Pool	\$4,000	\$30,000	\$34,000
<p><b>Reason:</b> To bring into account new grant funding secured, ‘Pools to Gleam’ of \$30,000 from Royalties for Regions for swimming pools in the Northwest. This variation will have nil effect on budget. Funding is to provide BBQ's and lights at Paraburdoo and hot water for the showers at</p>				

**AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014**

Tom Price pools (improvements unable to be funded in the initial budget considerations).

**2. Community Development:  
Ovals**

<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget Figure</b>
15152	Cap- Paraburdoo Oval Goal Posts	\$25,000	-\$13,000	\$12,000
15155	Cap- Paraburdoo Oval Grandstands	\$30,000	\$13,000	\$43,000

**Reason:** A variation is required to reflect current expenditure forecasts. This variation will have nil effect on budget and both projects are still anticipated to proceed.

**3. Development & Regulatory Services:  
Building Control**

<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget Figure</b>
135562	Op-Print / Stationery / Publications	\$10,000	-\$5,000	\$5,000
137932	Op-Minor Asset Purchases	\$0	\$5,000	\$5,000

**Reason:** Minor asset purchases for items such as chairs, desks, etc as is required. This variation will have nil effect on budget.

**4. Development & Regulatory Services  
Building Control**

<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget Figure</b>
140111	Salaries & Superannuation	\$1,050,416	-\$94,535	\$995,881
072082	Salaries & Superannuation	\$346,436	\$94,535	\$440,971

**Reason:** Salaries budget for Building Compliance Officer currently reported under the Infrastructure section to be reallocated to Building Control section. This variation will have nil effect on budget.

<b>Author:</b> Leah M John	<b>Signature:</b>
<b>Manager:</b> Frank Ludovico	<b>Signature:</b>



## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 14. DEVELOPMENT AND REGULATORY SERVICES REPORTS

#### 14.1 SEEKING APPROVAL FOR FINAL STREET NAMES FOR 'BARRARDA ESTATE' IN ONSLOW

<b>FILE REFERENCE:</b>	ON.BD.0571.00
<b>AUTHOR'S NAME AND POSITION:</b>	Lee Reddell A/Executive Manager Development and Regulatory Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	LandCorp
<b>DATE REPORT WRITTEN:</b>	3 October 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 14.2 (Minute 11845) Ordinary Meeting of Council 20 August 2014

#### **Summary**

At the Ordinary Meeting of Council (OMC) on 20 August 2014, Council considered a request by LandCorp to approve a list of potential street names for use in the new residential subdivision in Onslow known as Barrarda Estate. A list of 61 potential street names, including a mix of Indigenous and European names, was approved subject to the final names chosen for the estate being referred to Council for approval to ensure local relevance.

Subsequent to the previous Council determination, an additional list of names has been provided for consideration (see **ATTACHMENT 14.1A**). These new potential street names are generally those of individuals and/or families who resided in the Onslow area.

A Council resolution is now required to endorse the street names chosen by LandCorp (see **ATTACHMENT 14.1B**). The endorsement of this plan will allow LandCorp to move forward with seeking formal approval from the Geographic Names Committee, prior to the lots within Barrarda Estate being formally created and Titles issued.

#### **Background**

'Barrarda Estate' is the name that has been given to the new residential subdivision that is being undertaken by LandCorp in Onslow. 'Barrarda' means "Nest" in the Thalanyji Language. LandCorp is seeking to unite Onslow with a mix of European and Thalanyji names as a sign of respect for Onslow's history to date.

At the OMC on 20 August 2014, Council approved a list of 61 potential street names, including a mix of Indigenous and European names. These potential street names were endorsed on the basis that LandCorp submit its final choices to Council for approval to ensure that appropriate names are aligned to the most relevant locations.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### Comment

LandCorp is seeking a Council resolution regarding the final selection of street names for Barrarda Estate in Onslow to enable formal submission to the Geographic Names Committee (GMC) for consideration prior to Titles being issued for the residential subdivision. Subsequent to the August OMC, where a mix of Thananyji and European names were approved for use, additional names have been provided for consideration. The additional names, which are of individuals and/or families from the Onslow area include:

- Crawford
- Cane
- Stewart
- Blair
- Ahmat
- Herbert
- Grant
- Kempton
- Gray
- Tink
- Stroud
- Highham
- McAullay
- Carlyn
- Tucker
- Joy
- Hayes
- Depledge
- Mullins
- Tonkin
- Parker
- Fazeldene

Based on the combined list of names, LandCorp has submitted a map of the estate with the proposed names marked up for consideration (see **ATTACHMENT 14.1B**).

The nominated street names include:

- Scully Road (The only name already approved for Onslow by GMC)
- Kempton Avenue (Former resident of Onslow)
- Stewart Street (Former resident of Onslow)
- Crawford Street (Former resident of Onslow)
- Ahmat Road (Former resident of Onslow)
- Hayes Street (Former resident of Onslow)
- Marna Road (Thalanyji for Cave)
- Wirlu Street (Thalanyji for River Red Gum)
- Wimbil Street (Thalanyji for Emu Chicks)
- Juru Avenue (Thalanyji for Sun)
- Mirri Lane (Thalanyji for Creek)
- Yardi Street (Thalanyji for River)
- Garla Road (Thalanyji for Fire)

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

Should Council be unhappy with any of the street names nominated by LandCorp on the 'Barrarda Lot Plan' and wish to nominate alternatives, it is suggested that a list of acceptable alternatives (at least two or three alternatives for each street) be selected to ensure that if any of the names are deemed unsuitable by the Geographic Names Committee for any reason (for example: insufficient history or meaning of the street names is provided or there are two street names that are considered to be too similar) another Council resolution is not required to allow the consideration process to continue.

### **Consultation**

Chief Executive Officer

A/Executive Manager – Development and Regulatory Services

### **Statutory Environment**

Land Administration Act 1997, Part 2 General administration, Division 3 – General: 26.

AS/NZS 4819:2011 Rural and urban addressing standard

Local Government Act 1995

Shire of Ashburton Local Government Property Local Law 2013

### **Financial Implications**

There are no financial implications.

### **Strategic Implications**

There are no strategic implications.

### **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.

### **Voting Requirement**

Simple Majority Required

### **Recommendation**

That Council:

1. Approved the following additional street names for use in Barrarda Estate or elsewhere in Onslow should any additional street names be required in future:
  - Crawford
  - Cane
  - Stewart
  - Blair
  - Ahmat
  - Herbert
  - Grant
  - Kempton
  - Gray
  - Tink
  - Stroud

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

- Highham
- McAullay
- Carlyn
- Tucker
- Joy
- Hayes
- Depledge
- Mullins
- Tonkin
- Parker
- Fazeldene

2. Approved the final street names selected by Landcorp on the 'Barrarda Lot Plan' to allow consideration by the Geographic Names Committee. The following names are included:

- Scully Road
- Kempton Avenue
- Stewart Street
- Crawford Street
- Ahmat Road
- Hayes Street
- Marna Road
- Wirlu Street
- Wimbil Street
- Juru Avenue
- Mirri Lane
- Yardi Street
- Garla Road

<b>Author:</b> Lee Reddell	<b>Signature:</b>
<b>Manager:</b> Neil Hartley	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 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'

**FILE REFERENCE:** PS.TP.7.27

**AUTHOR'S NAME AND POSITION:** Andrew Patterson  
Principal Town Planner

**NAME OF APPLICANT/RESPONDENT:** TME – Town Planning Management Engineering on behalf of the Department of Housing

**DATE REPORT WRITTEN:** 1 October 2014

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

**PREVIOUS MEETING REFERENCE:** Agenda Item 12.1 (Minute 11257) Ordinary Meeting of Council 15 August 2012

#### Summary

Council has received an application from TME on behalf of the Department of Housing to rezone one portion of Lot 271 and two discrete portions of land within Lot 277 Jabbarup Place, Tom Price from 'Parks , Recreation and Drainage' to 'Residential R20' (**ATTACHMENT 14.2A**). This rezoning is required to make the land available for development by the Department of Housing and is part of the Lazy Lands Project.

The subject land comprises:

Land ID	Lot No.	CLT	Tenure	Area (ha)
T7	271 on DP 15093	LR3146-914	Reserve 39874	0.5799
T9	277 on DP15091	LR3135-953	Reserve 39907	0.9688
T17/18	277 on DP 15091	LR3135-953	Reserve 39907	0.2637

The Shire holds Management Orders for both these reserves for the purpose 'Public Recreation'. Those portions of the recreation reserves subject to this request have been identified through the Lazy Lands process as being surplus to recreation requirements and are not currently used for any organized activities. Preliminary investigation by the applicant indicates that any drainage function of the land may be resolved through engineering solutions.

According to the Native Title Determination Hughes on behalf of the Eastern Guruma People (No 2) v State of Western Australia (WAD 6208 of 1998), native title is determined not to exist on the subject land.

It is proposed to rezone these portions of land, excise them from their relevant reserves, and develop for residential purposes.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

In support of this request, the applicant has included Indicative Development Plans demonstrating how the land might be developed. It is stressed that these plans are indicative only and any subsequent development on the sites will be subject to normal planning approval.

**ATTACHMENT 14.2B**  
**ATTACHMENT 14.2C**

### **Background**

The Lazy Lands project is an initiative of the Pilbara Development Commission with support across State Government agencies and the Pilbara Local Governments. The goal of the Lazy Lands Project is to identify unused or underutilized Crown land (either unallocated Crown land or Crown reserves) that are suitable for residential development, and unencumber these sites for development by a mixture of government and private sector developments. Where developed by Government (State or Local) some lots are generally retained for use by government employees and key workers.

At its Ordinary Meeting of Council on 15 August 2012, in anticipation of this Scheme Amendment, Council resolved to relinquish a number of Crown reserves with Management Orders held by the Shire. These Reserves, either whole, or in part, were identified in the Lazy Lands project as being surplus to local government requirements and potentially suitable for residential development.

In agreeing to relinquish these reserves, Council indicated its desire to be allocated a number of other sites identified as potentially suitable for residential development. Notwithstanding this resolution, the Shire is not currently engaged in any residential land development projects.

The sites subject to this request were initially allocated to the then Department of Regional Development and Lands to dispose of through expressions of interest (**ATTACHMENT 14.2D**) – Tom Price Lazy Lands Allocations Map 1), and are now being developed by the Department of Housing (DoH).

Should the land ultimately be rezoned for residential purposes, it is anticipated that the Department of Housing will then subdivide the land to excise the land from the parent lot, either as single land parcels, or further subdivided into smaller lots. The Shire will have the opportunity to comment on this subdivision design in accordance with the statutory process.

### Density

The proposed R20 density coding generally allows development of one dwelling per 450m<sup>2</sup> averaged across the lot, however TPS7 contains clause 6.6.2 that allows development in R20 zones in Tom Price and Paraburdoo to be developed as if it had a density code of R30 where:

1. The land is serviced by reticulated sewerage and water; and
2. The lot is greater than 1500m<sup>2</sup>; and
3. Any application for planning approval is advertised prior to being considered for approval

Accordingly, while the base coding allows for a minimum required average of 450m<sup>2</sup> per dwelling, TPS7 gives the eventual developer the option to achieve a minimum average area of 300m<sup>2</sup> per dwelling. This opportunity is available to any land developer and, while noted in this report, is a matter that would be addressed in detail as part of any subsequent application for planning approval.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### Site Details

Given that Council has already resolved to relinquish the reserves currently securing the tenure of these three land parcels in the context of the previous research and consultation for the Lazy Lands Project, further reference supporting the appropriateness of the land for residential development is considered adequately addressed through that process.

#### **ATTACHMENT 14.2E**

The site details below describe the lots in detail, identifying any development constraints particular to the land.

#### *Site 1 – T7 (Portion Lot 277 Killawarra Drive)*

This site comprises 0.5779 ha and is located with street frontages to Killawarra Drive and Jabbarup Place.

#### **ATTACHMENT 14.2F**

A stormwater drainage culvert traverses the centre of the site with an overland flow route to dispose of stormwater where this exceeds the capacity of the culvert. The Indicative Development Plan acknowledges this site constraint, indicating that the culvert could be retained in any future development of the site.

The amendment request indicates that any vehicular access to this site would be from Jabbarup Drive only, ensuring that the Killawarra Drive, with its higher traffic flow, and presence of existing drainage and water reticulation would have no direct access.

#### *Site 2 – T9 (portion Lot 271 Killawarra Drive, ATTACHMENT 14.2G)*

This site comprises 0.9688 ha and is located at the southern extremity of Reserve 399987 with road frontage to Killawarra Drive.

While the proposed new lot would have no direct road access, it is proposed to access this land via Amaroo Place with the indicative development plan showing this access as a driveway crossing the Reserve.

This site is also subject to existing stormwater drainage inundation that the applicant is confident can be resolved through an engineering solution.

An existing sewer line also traverses the site that would most likely require protection via an easement, although this is unlikely to have significant impact on any future built form.

#### *Site 3 – T17 & T18 (portion Lot 277 Killawarra Drive)*

This site comprises 0.2637 ha and is located with its primary street frontage along Ceron Street. The two sites are divided by a small gully that provides for overland stormwater drainage from the Reserve to Ceron Street.

#### **ATTACHMENT 14.2H**

Due to the steepness of the land, the applicant considers Site T17 practically undevelopable and so does not seek rezoning of this land.

## **AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014**

T18 is also bisected by a gully that drains stormwater towards Ceron Street. This drainage system would require consideration during development of this site.

### Social Impact Statement

Local Planning Policy LPP20 – Social Impact Assessment requires that any proposed scheme amendment be accompanied by a social impact assessment. In accordance with this policy, the applicant has included a Social Impact Assessment as part of the amendment documentation.

LPP20 establishes a highly detailed and comprehensive set of standards for social impact statements that far exceeds the amount of detail required to support this proposed scheme amendment. Accordingly, the applicant has addressed the key requirements as follows:

#### Economic factors:

- The Department of Housing will seek to employ local contractors for any construction work;
- Income generation and impact on the local economy will be in relation to any building contracts offered to local contractors;
- No additional capital infrastructure or upgrades to telecommunications infrastructure and advanced technology.

#### Social factors:

- Additional housing will increase demand and rating base for community facilities;
- This amendment will directly increase the availability of affordable housing for government employees, service workers, and retirees;
- Impact on quality of life will be determined through the provision of appropriate infill development ;
- All sites are within close proximity to public open space;
- Stakeholders will be consulted in accordance with relevant legislation;
- The long term benefits to the community will be the increased range of accommodation that will encourage population diversity without requiring upgrades to existing services and infrastructure;
- The proposed development sites will have access to appropriate resources including water, power, schools, and commercial facilities;
- Developing the subject land will increase passive surveillance of open spaces thereby improving community safety;
- Amenity will be improved with the construction of appropriately designed dwellings;
- Any potential impacts caused from the proximity of the rail line will be accessed through the Development Approval (DA) process.
- The indicative development plans illustrate potential visual impact.

The Social Impact Assessment provided as part of this application is considered to meet the standard of LPP20.

### **Comment**

The appropriateness of the land subject to this request for rezoning to 'Residential' has been determined as part of the Lazy Lands Project and is an agreed outcome between the State and Local Government.

The proposed amendment will provide for additional residential-zoned land that has a density code identical to the surrounding development. This land would then provide opportunities for the Department of Housing to develop additional housing within Tom Price.



## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

The subject land has been previously identified as not required for its reserved purpose and is therefore surplus to POS and drainage purposes, making this proposal a more efficient use of the land.

The Lazy Lands Project has delivered a range of land to both government and private sector developers, predominantly in the Town of Port Hedland and the City of Karratha, providing much needed residential land and it is recommended that Council actively continue its support for the Project.

### **Consultation**

Manager – Works and Civil Services has considered the proposal and offered a number of suggestions that relate to the future development of the land, should it be rezoned.

As required under the *Planning and Development Act 2005*, should Council initiate this proposed amendment, formal advertising and consultation will be undertaken in accordance with this Act.

### **Statutory Environment**

*Planning and Development Act 2005*

*Town Planning Regulations 1967*

*Shire of Ashburton Local Planning Scheme No.7 ('TPS7')*

The process for amending a town planning scheme is established by the *Planning and Development Act 2005*. In accordance with this legislation, should Council resolve to initiate this proposed scheme amendment, the supporting documentation will be forwarded to the Environmental Protection Authority for assessment and determination whether the proposal requires formal environmental review.

Should it be determined that no formal review is necessary, Scheme Amendment 27 will be advertised for public comment and referred to service providers and other stakeholders for comment. Following this advertising period that is set at a minimum of 42 days, Council will reconsider Scheme Amendment 27 and determine whether the proposal should be adopted (with or without modification) or not adopted.

Following this resolution, the Western Australian Planning Authority will be advised of Council's decision and determine whether TPS7 is to be amended.

### **Financial Implications**

The Shire of Ashburton has no set fee for the initiation and adoption of an amendment to the Scheme. Accordingly, Shire officers will calculate the fee for this proposal based on the number of hours required to assess and report on the proposal, invoicing the applicant accordingly.

### **Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 01 - Vibrant and Active Communities

Goal 02 - Strong Local Partnerships

Goal 04 - Distinctive and Well Serviced Places

Objective 03 - Well Planned Towns

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 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

Local Planning Policy 20 – Social Impact Assessment

### Voting Requirement

Absolute Majority Required

### Recommendation

That Council in pursuance of Section 75 of the *Planning and Development Act 2005* 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 Scheme Map accordingly.

<b>Author: Andrew Patterson</b>	<b>Signature:</b>
<b>Manager: Lee Reddell</b>	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 15. INFRASTRUCTURE SERVICES REPORTS

#### 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

<b>FILE REFERENCE:</b>	RE.OA.R.19291
<b>AUTHOR'S NAME AND POSITION:</b>	Michelle Tovey Project and Technical Support Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	26 September 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

#### **Summary**

The Shire of Ashburton is developing a new Waste Transfer Station in Onslow. A preferred site has been identified within Reserve 19291. The existing access road to this site is within Reserve 19291 and also passes through Onslow Salt's mining tenement. To facilitate this project, it is necessary to excise the land from R19291 and dedicate it as a road.

In accordance with the requirements of Section 56 of the Land Administration Act 1997, Council endorsement is now being sought to excise and dedicate the portion of R19291 as a road.

#### **Background**

The current Onslow landfill is reaching the end of its operation life, and as the population continues to grow and waste from the LNG industry rises, the current Onslow landfill facility will not be able to cater for the waste disposal needs of the town.

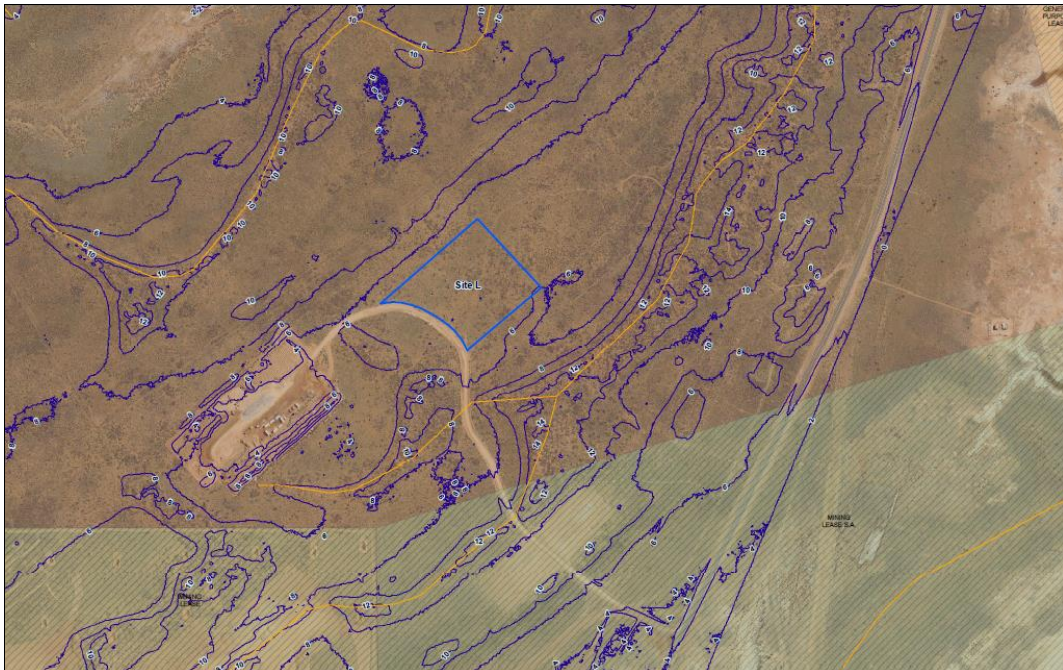
Furthermore, surrounding land development is encroaching on the existing landfill facility, posing land use conflicts. As a result the current Onslow Landfill is scheduled to cease operations in the near future.

The delivery of a new Waste Management Facility will take approximately 3-4 years. Therefore, in the interim, the Shire has proposed the development of a Waste Transfer Station to temporarily accept and consolidate waste materials before haulage to a suitable landfill facility outside of the town of Onslow.

Talis Consultants have been commissioned by the Shire to identify a suitable site for the proposed Waste Transfer Station facility. While the new site will be developed as a temporary Waste Transfer, this facility may provide long term community drop-off facilities.

The preferred site for the new Waste Transfer Station is depicted in the plans below.

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014



The preferred site sits on Reserve 19291 within “Rural” zoning according to the Shire’s Town Planning Scheme No. 7 and is located less than 1km from Onslow Road along a pre-existing unsealed road. The first half of the access road falls within an Onslow Salt mining tenement (M 273SA). Onslow Salt has provided in-principle support for the use of the access road with the condition it is dedicated a public road.

## **AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014**

### **ATTACHMENT 15.1A**

To facilitate the utilisation of the current access road to the proposed Waste Transfer Station, it will be necessary to excise a portion of R19291. It is proposed a total of 17,383m<sup>2</sup> be excised and dedicated as a road as shown on the attached plan.

### **ATTACHMENT 15.1B**

Department of Lands has advised, following Council endorsement of this process, it will seek clearance from the Department of Mines and Petroleum under the Mining Act 1978 to overlay a road reserve on the existing access track to dedicate the land a public road. This will allow the mining tenure and the road to co-exist.

#### **Comment**

It is requested Council resolve, in accordance with Section 56 of the Land Administration Act 1997, to excise the portion of R19291 for the purpose of a road.

Further to this, Section 56 of the Land Administration Act 1997 requires that once Council has resolved to excise the land as a road, a request is made to the Minister of Lands to dedicate the portion of R19291.

#### **Consultation**

General Manager (Commercial and Finance) – Onslow Salt  
Executive Manager - Infrastructure Services  
Economic & Land Development Manager  
Project Support Officer  
Project Officer – Department of State Development  
Assistant State Land Officer – Department of Lands

#### **Statutory Environment**

Section 56 of the Land Administration Act 1997

#### **Financial Implications**

The dedication of a public road to the new refuse site location will be an added cost to the Shire that it will need to accommodate (both as a capital expense, as well as an ongoing operational cost) but public road access to a public refuse site is considered to be a normal cost of providing such a service.

In accordance with Section 56 (4) of the Land Administration Act, Council is required to indemnify the Minister against all costs reasonably incurred in granting this request. As native title is extinguished in this area under determination WA 6113 of 1998 and there are no rights and interests arising from landowners, financial compensation is not anticipated to arise from this process. Other nominal administration fees will be required, but these will be assigned to the Onslow Waste Transfer Station in the Annual Budget.

#### **Strategic Implications**

10 Year Community Strategic Plan  
Goal 02 - Enduring Partnerships  
Objective 01 – Strong Local Economies  
Objective 02 – Enduring Partnerships with Industry and Government  
Goal 04 - Distinctive and Well Serviced Places  
Objective 01 – Quality Public Infrastructure  
Objective 02 – Accessible and Safe Towns  
Objective 03 – Well Planned Towns

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 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.

### Voting Requirement

Absolute Majority Required

### Recommendation

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
3. In accordance with Section 56 (4) of the Land Administration Act indemnifies the Minister against all costs reasonably incurred in granting this request.

<b>Author: Michelle Tovey</b>	<b>Signature:</b>
<b>Manager: Troy Davis</b>	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 16. STRATEGIC & ECONOMIC DEVELOPMENT REPORTS

#### 16.1 OCEAN VIEW CARAVAN PARK - REVIEW OF FEES AND CHARGES

<b>FILE REFERENCE:</b>	RE.SE.R.24405
<b>AUTHOR'S NAME AND POSITION:</b>	Sarah Wilson Administration Assistant
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	26 September 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 13.3 (Minute No.11818) – Ordinary Meeting of Council 18 June 2014 Agenda Item 13.5 (Minute No. 11738) – Ordinary Meeting of Council 22 January 2014

#### **Summary**

On 18 June 2014 the Fees and Charges for the 2014/2015 Financial Year were adopted by Council (Minute No. 11818).

Incorporated in the approved Fees and Charges were the rates for the Ocean View Caravan Park, to which a standard CPI increase had been applied to allow for the expected increase in operating costs.

A review of the Fees and Charges has been requested and is now presented for Council's consideration. The financial report for the Caravan Park's operations during the first and second quarters of 2014 are also provided for Council's information.

#### **Background**

Similar to most other Shire of Ashburton Fees and Charges, the Ocean View Caravan Park's fees and charges had a 3% (plus rounding) increase applied when they were set for the 2014/15 financial year. This was in accordance with the Consumer Price Index for the four quarters to June 2014 and was applied to offset the expected increase in operating costs for the coming year for items such as salaries, utilities and overheads. The 2013/14 and 2014/15 fees and charges for the Ocean View Caravan Park are provided in the attachment. Some charges for sundry items remained the same (gas refill, casual shower, washing machine use).

#### **ATTACHMENT 16.1A**

A review of the fees has been requested following negative reports received from guests to the Caravan Park advising that the fees are above market rates. Research has been carried out on other parks in the Pilbara region to further ascertain a fair market rate for both tourists and permanent tenants at Caravan Parks.



**Comment**

Permanent Tenants – Research carried out on other Caravan Parks throughout the Pilbara shows that the average charge is \$366 + power per week. The 2014/15 rate set for the Ocean View Caravan Park is \$309 + \$36 power per week (about 16%, or \$57 below this average).

Residents with a lease agreement were required to be given a notification period of the proposed increase in fee from the 2013/14 rate of \$300 + \$35 power per week, and payment of the increased fee was due to commence on 7 October 2014. This has been delayed until after this report has been considered. The 2013/14 rate is about 18% or \$66 below the average rate.

The Caravan Park Managers have received negative feedback about the proposed increase from permanent tenants-

Tourist Sites – Research carried out on other Caravan Parks throughout the Pilbara region shows that the average charge for a powered site is \$45.57 per night. The current rate set for the Ocean View Caravan Park is \$47 per night (about 3%, or \$1.43 above this average).

Whilst carrying out the research, officers found that it was also common for there to be a base rate based on 2 adults per site, with an additional charge for extra people. The Caravan Park often has large groups booking sites for up to 10 people (this is the maximum per site as per the Caravan Parks and Camping Grounds Act) – meaning each person could pay as little as \$4.70 per night. However, a couple paying the same price would mean that the cost per person is increased to \$23.50 per person per night.

It is recommended that a similar fee structure, with a base rate for two people and fee for each additional person, be adopted for the Ocean View Caravan Park for powered sites, unpowered sites and cabins. This would be a more equitable fee structure that reflects the use of services such as laundries, ablutions and power.

The Ocean View Caravan Park is an exceptionally well located park, but most of its facilities are old and have in many respects reached the end of their useful life. The Shire is progressing a significant upgrade to the caravan park and its facilities, with some \$2m allocated in the 2014/15 budget, and the expectation that a similar amount might be required in 2015/16. A suitable return on investment is warranted, as is the need to be cognizant of the existing facility standards and charges when compared against others (in particular other competing services in Onslow).

Taking the above into account and the modified methodology of charging (i.e. addition an extra per person charge) a possible revision of the rates for the Ocean View Caravan Park has been calculated. The reviewed charges revert to the 2013/14 charges however tourists will now be charged based on two adults with an additional charge for additional guests per site should this item be endorsed. This pricing structure is very common at other Caravan Parks and the reduction is recommended due to feedback from guests in regards to “well worn” facilities and also the possible disruption throughout this financial year due to upgrade works.

Based on best estimates available at this time, the new fee structure (charging for additional people per site) will enable the Caravan Park to still operate at a profit however it will reduce operational profit by approximately \$32,250 per annum.



## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### ATTACHMENT 16.1C

The financial reports for the first and second quarter of the 2014 calendar year are also attached for Council's information which is approximately \$51,000 lower over the first two quarters in comparison to the same period in 2013.

This year has been noticeably quieter at the caravan park. Research carried out by the Caravan Industry of WA shows occupancy rates have dropped significantly in recent years with peak season bookings down 10% since 2008.

### ATTACHMENT 16.1D

#### **Consultation**

Chief Executive Officer  
Executive Manager – Strategic & Economic Development  
Ocean View Caravan Park Management

#### **Statutory Environment**

Local Government Act – Section 3.18 “Performing Executive Functions” will apply and will need to be considered for any rates set at Ocean View Caravan Park.

Residential Parks (Long-stay Tenants) Act 2006 - Section 2.4 Provision for rent variation — site-only agreements. Any residents on site-only agreements are required to be given 60 days' notice of any variation to the rent. However if the suggested fees and charges are adopted, this will not be applicable as the increase has not yet taken effect due to this notice period – and the return to the 2013/2014 fees and charges.

#### **Financial Implications**

Should Council opt to reduce the rates as per the proposed fees and charges, with a reduced rate and an additional charge for additional persons per site, this is estimated to result in a loss of revenue of approximately \$32,250 (i.e. 3% of the \$1.075m anticipated revenue for the financial year). Some of this will be off-set with the new style of charge (i.e. by including the “extra person” charge).

In addition, early indications are that the budget predictions for revenue will not be met due to the lower numbers of travelers and an overall total loss of revenue of perhaps \$100,000 might eventuate by 30 June 2015.

This \$100,000 can though, be offset with a similar reduction to the Caravan Park capital works program to maintain a zero impact upon the current budget if that is necessary. Such an assessment would be best undertaken early in the new calendar year as part of the mid-year budget review, but will require the capital works budget to be monitored in the interim, to enable the possibility of the off-set to occur if needs be. Alternatively, the funds might be securable from savings in other budget areas, or by deleting an alternative project entirely.

#### **Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022  
Goal 02 – Enduring Partnerships  
Objective 01 – Strong Local Economies

Goal 05 – Inspiring Governance  
Objective 02 – Community Ownership

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### Risk Management

High Risk - 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 "High". The high level of risk is being driven by the high financial implications of the reduction of rates. As a high risk matter, the Executive Manager of Strategic and Economic Development will be consulted as the full impact of any reduction in fees becomes evident and a budget variation may be required to allow for the reduction in the Caravan Park's operating surplus.

### Policy Implications

ELM10 - Financial Sustainability Policy  
REC07 – Tourism

### Voting Requirement

Absolute Majority Required

### Recommendation

That Council:

1. Endorse the amended fees and charges for the Ocean View Caravan Park as provided at **ATTACHMENT 16.1C** including the proposed 'per head' fee structure for powered sites, unpowered sites and cabins;
2. Requires the mid-year budget review to consider the need for a capital/operating offset (if that is required to balance the overall Shire of Ashburton 2013/14 budget); and
3. Receives the Ocean View Caravan Park financial report for Quarter 1 and Quarter 2, 2014.

<b>Author: Sarah Wilson</b>	<b>Signature:</b>
<b>Manager: Anika Serer</b>	<b>Signature:</b>

**17. COUNCILLOR AGENDA ITEMS**

There are no Councillor Agenda Items 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 15 OCTOBER 2014

### 19.1 CONFIDENTIAL ITEM - OUTCOME OF REQUEST FOR TENDER TO LEASE ONSLOW CONSTRUCTION CAMP (RFT 25/14)

**FILE REFERENCE:** OR.AU.2  
OR.MT.2  
ON.OA.16

**AUTHOR'S NAME AND POSITION:** Anika Serer  
Executive Manager Strategic & Economic Development

**NAME OF APPLICANT/RESPONDENT:** Not Applicable

**DATE REPORT WRITTEN:** 2 October 2014

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

**PREVIOUS MEETING REFERENCE:** Agenda Item 16.3 (Minute No. 11832) – Ordinary Meeting of Council 16 July 2014  
Agenda Item 18.2 (Minute No. 11756) – Ordinary Meeting of Council 19 February 2014  
Agenda Item 18.1 (Minute No. 11629) – Ordinary Meeting of Council 21 August 2013

Please refer to Confidential Item Attachment under separate cover.

<b>Author: Anika Serer</b>	<b>Signature:</b>
<b>Manager: Neil Hartley</b>	<b>Signature:</b>

## AGENDA - ORDINARY MEETING OF COUNCIL 15 OCTOBER 2014

### 19.2 CONFIDENTIAL ITEM - NAMELESS VALLEY CAMP UPDATE AND REVIEW

<b>FILE REFERENCE:</b>	CA.NMVA
<b>AUTHOR'S NAME AND POSITION:</b>	Michelle Tovey Project and Technical Support Officer
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	25 September 2014
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial interest in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 18.2 (Minute 11756) – Ordinary Meeting of Council 19 February 2014 Agenda Item 14.1 (Minute 11529) – Ordinary Meeting of Council 8 May 2013 Agenda Item 13.14 (Minute 11124) – Ordinary Meeting of Council 15 February 2012 Agenda Item 16.05.09 (Confidential) – Ordinary Meeting of Council 18 May 2011 Agenda Item 16.04.07 (Confidential) – Ordinary Meeting of Council 20 April 2011 Agenda Item 10.10.27 – Ordinary Meeting of Council 21 October 2008

Please refer to Confidential Item Attachment under separate cover.

<b>Author: Michelle Tovey</b>	<b>Signature:</b>
<b>Manager: Troy Davis</b>	<b>Signature:</b>

### 20. NEXT MEETING

The next Ordinary Meeting of Council will be held on 19 November 2014, at the Ashburton Hall, Ashburton Avenue, Paraboradoo, commencing at 1.00 pm.

### 21. CLOSURE OF MEETING