

# Ordinary Council

# MINUTES

FOR THE MEETING HELD  
WEDNESDAY, 28 NOVEMBER 2018  
IN COUNCIL CHAMBERS,  
ALLNUTT TERRACE, AUGUSTA  
COMMENCING AT 5:30PM

## Meeting Notice

Dear Councillor

I advise that an Ordinary Council Meeting of the Shire of Augusta Margaret River will be held in Council Chambers, Allnutt Terrace, Augusta on Wednesday 28 November 2018, commencing at 5:30pm.

Yours faithfully



**DALE PUTLAND**  
**ACTING CHIEF EXECUTIVE OFFICER**

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SHIRE OF AUGUSTA MARGARET RIVER  
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Minutes of the Ordinary Council Meeting held on Wednesday 28 November 2018, in Council Chambers, 61 Allnutt Terrace, Augusta, commencing at 5.30pm

# Ordinary Council Meeting

## 1. DECLARATION OF OPENING

*The Shire President thanked all in attendance and declared the meeting open at 5.30pm*

*The Shire President gave an Acknowledgement of Country:*

*'I acknowledge and respect the traditional custodians of this land and pay our respects to elders past and present and emerging, whose lands we share.'*

## 2. ATTENDANCE

Shire President	:	Cr Pam Townshend
Councillors	:	Cr Ian Earl Cr Naomi Godden Cr Peter Lane Cr Pauline McLeod Cr Julia Meldrum Cr Mike Smart
Acting Chief Executive Officer	:	Dr Dale Putland
Acting Director Sustainable Development	:	Mr Ian McLeod
Director Infrastructure Services	:	Mr Markus Botte
Acting Director Corporate and Community Services	:	Mr Andrew Ross
Acting Manager Planning and Development	:	Mr Matt Cuthbert
Manager Human and Community Services	:	Mr Nigel Anderson
Governance / Council Support Officer	:	Ms Claire Schiller
Caravan Park and Camping Ground Manager	:	Ms Hettie Enderes (seated in public gallery)
Assistant Caravan Park and Camping Ground Manager	:	Mr Gary Enderes (seated in public gallery)
<b>MEMBERS OF THE PUBLIC</b>	:	33

**MEMBERS OF THE PRESS**

Augusta Margaret River Times : Warren Hatley

**2.1 Apologies**

Chief Executive Officer, Gary Evershed

**2.2. Approved Leave of Absence**

Nil

**3. DISCLOSURES OF INTEREST**

**3.1 Item 11.4.5 Housing Advocacy Officer Quarter One Report, Year 2 – Impartiality Interest - Cr Godden**

Cr Godden disclosed an impartiality interest in Item 11.4.5 Housing Advocacy Officer Quarter One Report, Year 2 as she is the Chair of Just Home Margaret River.

**4. PUBLIC QUESTIONS**

**4.1. Response to Previous Public Questions Taken on Notice**

Nil

**4.2. Public Question Time**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 Ordinary Council Meeting held 14 November 2018**

**MOTION / COUNCIL DECISION**

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**CR MCLEOD, CR EARL OM2018/290**

**That Council confirms the minutes of the Ordinary Council Meeting held on 14 November 2018 to be a true and correct record of the meeting.**

**CARRIED 7/0**

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**7. DEPUTATIONS**

**7.1 Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 Latch Road, Deepdene – Mr Martin Wittek**

*Mr Martin Wittek, State Manager of Radio Networking Engineering, addressed the meeting in relation to Item 11.2.1 Proposed Telecommunications Infrastructure (mobile phone tower) – 95 Latch Road, Deepdene. A summary of his deputation is as follows:*

- We have provided a submission with further information as requested.
- We assume this satisfies requirements.

*The Shire President called for questions and then thanked Mr Wittek for his deputation.*

## **7.2 Item 11.4.6 Turner Caravan Park Master Plan – Mr Brian Fearn**

*Mr Brian Fearn of Collie, addressed the meeting in relation to Item 11.4.6 Turner Caravan Park Master Plan. A summary of his deputation is as follows:*

- Shire investment in the infrastructure.
- Current chalets profit / loss.
- Innoviv Park services (SA).
- Councillors talking to public.

*The Shire President called for questions and then thanked Mr Fearn for his deputation.*

## **7.3 Item 11.4.6 Turner Caravan Park Master Plan – Mr Maurice Hayes**

*Mr Maurice Hayes of Apartment 6, 1 Queen Street, South Perth, addressed the meeting in relation to Item 11.4.6 Turner Caravan Park Master Plan. A summary of his deputation is as follows:*

- I have provided to Councillors via my e-mail on the 26<sup>th</sup> November 2018 the views I hold regarding the Agenda Item 11.4.6 submitted by the Shire Executive in regards to the Turner Caravan Park Concept Master Plan.

I would like to now address the issues that I see that impact the majority of the short & long term users.

1. The communication provided to the Turner Caravan Parks loyal “short & long stay users” were not given any recognition to their past contribution by the Shire in both it’s “on site meeting” and the Public “have your say” electronic media survey as one of its Key Aims or Key Challenges.

The 35 short term and long term users were only addressed as a Key Initiative, to be removed from the Park other than the possibility that 18 sites in the Karri Terrace could be available with no support to undertake the move from the Shire.

In our personal situation we were forced to move from our original site (as it was on Water Corp.) land to our current location at considerable cost to us.

2. The Shire Executive Concept Plan Recommendation does not provide timing details of implementation to the “Proposed Works Areas A1,A2,B,C1,C2,D,E1 & E2.

One of the recommendations is to only renew existing Leases for short term and long term users until 1 May 2019. This exposes every user to termination of their lease. For those who live at the Park on a permanent basis this would be totally unacceptable and cruel.

### For Councillors Consideration

The Concept Plan outlines important issues such as “ageing infrastructure”, “need for enhanced amenities”, “a safer park for users” and “better utilisation of space within existing areas of the park”.

Why are these issues not being given priority before the removal of your existing loyal user group - who have made considerable investment in there enjoyment of the Park over the years?

*The Shire President called for questions and then thanked Mr Hayes for his deputation.*

## **8. PETITIONS**

### **8.3 Petition to Suspend the Planned Bushfire Mitigation Activity on the Wadandi Trail – signed by 32 people**



The Shire President presented the following petition from Natalie Francke – Hicks to ‘Suspend the Planned Bushfire Mitigation activity on the Wadandi Trail from Sunset Drive to Cowaramup Bay Road until further community consultation granted’.

The Petition read as follows:

The works include:

- Installation of a 3m wide firebreak along the rear properties backing onto the Wadandi Trail.

Residence concerns:

- Firebreak extremely close to backyards – no enclosed fencing regs will open up our back yards to a thoroughfare of traffic – both pedestrian or otherwise which could incur other issues – potentially social and environmental.
- Our privacy is compromised – the bushland acts as a buffer for most houses instead of erecting fencing
- Develation of properties
- Noise and dust pollution more prominent from highway
- Clear visibility to highway, lights and developments
- Exposure to people using the existing track

In one residence opinion:

“The small area of bushland lining the track poses no threat or fire risk because:

- All properties along the track have to comply with BAL Legislation – meaning they are already set back sufficiently from bush
- All properties provide fire crew access to the bushland along the strip should it be needed
- The Rails to Trails itself provides access to the bush and parts of are also listed as designated fire access, so no need to double up with another closer to the properties
- The recent burns conducted three months ago (which were badly managed, with NO construction again) has already reduced all / any load for years to come.”

No residential consultation has been offered prior to this decision and an invitation to talk with residence was declined. We propose:

- To stall this project until appropriate consultation with residence has been conducted.
- We would like a physical review of what this activity will change in the landscape.
- An explanation to why other solutions cannot be implemented.
- We would like to gather their thoughts on how they see this impacting on us and what they will do to potentially compensate for this impact.

If you also care about the change this will bring about to our community, please sign this to incite the Shire to hear our concerns and offer our community the opportunity for consultation before this project commences.’

#### **MOTION / COUNCIL DECISION**

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**CR MCLEOD, CR GODDEN OM2018/292**

**That Council receives the petition regarding ‘Suspension of the Planned Bushfire Mitigation Activity on the Wadandi Trail from Sunset Drive to Cowaramup Bay Road’.**

**CARRIED 7/0**

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**9. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Nil

**10. QUESTIONS FROM MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**11. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS**

*Cr Townsend moved the following procedural motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

**CR TOWNSHEND, CR EARL OM2018/293**

**That Item 11.4.6 Turner Caravan Park Master Plan be brought forward for consideration.**

**CARRIED 7/0**

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**REASON**

To allow Item 11.4.6 Turner Caravan Park Master Plan be considered while concerned members of the public gallery remained present.

#### 11.4.6 TURNER CARAVAN PARK MASTERPLAN

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	CPT/6
<b>REPORT AUTHOR</b>	Nigel Anderson, Manager Human and Community Services
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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#### IN BRIEF

- Council resolution OM2015/217 provided for a concept masterplan to be developed for Turner Caravan Park (Park) and that the performance of the chalets was to be monitored.
- Council resolution OM2017/197 endorsed the formation of an internal design group that was to include two Councillor representatives to contribute towards the concept master planning process.
- Innoviv Park Services were successful with their quotation to provide consultancy services and were engaged to work with the internal design group to develop a Concept Masterplan and supporting Business Plan.
- Assessments were undertaken to ascertain those evident risks relating to bushfire, tree fall hazards and potential fauna impacts, all of which have informed the concept master planning process.
- The internal design group endorsed the Draft Concept Masterplan and underpinning Business Plan
- The Concept Masterplan was advertised for public comment with over 2,000 users of the Park being directly emailed to provide feedback.
- An information meeting was conducted by the Shire for the long stay and holiday short stay users, which was attended by over 50 people.
- Overall, the long stay and holiday short stay users expressed a desire to remain at the Park and requested that the Shire provide a higher level of certainty on their future and to also consider the adverse impacts that any potential development may have on all affected users particularly those vulnerable to affordable housing stress.
- The Concept Masterplan received 81 submissions through Your Say of which overall 64.2% were in support of the plan with those views ranging from it being “Awesome”, “Good stuff” or being “Okay” and 35.8% indicated the design needs “Revisiting”.
- Holiday stay users annual agreements lapse on the 1 December 2018.
- The average occupancy for the chalets over the last 11 months was 54%, which is above the Caravan Industry Association of Australia industry average of 45% (Note this included a period where the chalets were not available due to remedial floor works being undertaken).
- The Concept Masterplan and underpinning Business Plan recommends exploring the feasibility of relocating those existing long stay and holiday short stay users to the Karri Terrace area of the Park, as a purpose built area for these types of users that will provide improved long term financial return for this area of the Park.
- It is recognised that this area of the Park already requires significant infrastructure renewal due to its age and poor condition, all of which has been delayed due to its low demand and other higher priorities within the Park.

#### RECOMMENDATION

That Council:

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan;
2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;

4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
  5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
  6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed; and
  7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'.
- 

#### **LOCATION PLAN**

Nil

#### **TABLED ITEMS**

Nil

#### **BACKGROUND**

In 2008, Council considered the opportunity to redevelop Turner Caravan Park that was as follows:

*Council resolution OM0809/027 provided that Council:*

1. *Adopt the Feasibility Report for Turner Caravan Park, Augusta, prepared by David Holland of Brighthouse Consultancy in May 2008.*
2. *Request officers prepare a detailed business plan in line with the Feasibility report.*

In December 2009 the Acting Chief Executive Officer provided notice (Confidential Attachment 8) to vacate sites (notice periods ranging between 4-10 years depending upon the site location) to all long stay and holiday short stay users. Site holders 46 and 29 were also offered within the 4-year notice period, financial assistance up to a maximum value of \$5,000, to assist in vacating the site.

Shire staff implemented measures to ensure that all prospective holiday short stay users were informed of the notice periods provided for sites to be vacated and advised that only annual agreements would be provided in future and also emphasised that vacating sites would be at the user's own expense.

Council resolution OM0911/22 noted a deferral of the Turner Caravan Park project until 2011-12 financial year in the revised draft 10 Year Strategic Financial Management Plan.

In 2011, the Chief Executive Officer updated those long stay and holiday short stay users and reaffirmed those original notice periods provided.

In 2013, the Acting Manager Community Development and Safety provided correspondence that advised a number of site holders of the need to vacate their sites by 30 June 2014 to accommodate the recently built chalets. Those site holders were provided with the option to relocate their structures within the Park at their own expense.

In 2014, Council committed Shire staff to undertake design works for locating three chalets in Turner Caravan Park without an endorsed masterplan in place as follows:

#### ***RECOMMENDATION / COUNCIL DECISION***

***CR HASTIE, CR SERVENTY OM2014/02***

***That Council:***

1. *Receives the Turner Caravan Park Redevelopment Business Case prepared by the RPS Group and makes it available for public information;*
  2. *Defers the production and advertising of a revised statutory Business Plan for a major land transaction in accordance with the Section 3.59 of the Local Government Act for the redevelopment of the Turner Caravan Park at this time until clear financing arrangements have been identified to deliver the redevelopment;*
  3. *Commences the preparation of draft tender documents for the supply and installation or on site construction of 3 or more chalets in the north east corner of the site as a pilot program to be considered in the 2014-15 budget and funded from the Caravan Park Reserve; and*
-

4. *Enters into preliminary discussions with the State Government and any other interested parties about a potential joint venture partnership for the future redevelopment of the site.*  
*CARRIED 6/0*
- 

In 2015 consideration was made towards the management structure of the Park and the chalets were confirmed to be constructed as follows:

*RECOMMENDATION / COUNCIL DECISION*

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*CR HASTIE, CR SMART OM2015/217*

*That Council:*

- 1. Resolves to continue operating, managing and redeveloping the Turner Caravan Park as a Shire controlled asset.*
- 2. Engages a suitably qualified and experienced firm or consultant to develop a site plan and a chalet design in the north east corner of Turner Caravan Park.*
- 3. Advertises a tender for the supply and installation or on site construction of three or more chalets in the north east corner of the site as currently funded in the 2015-16 budget.*
- 4. Progresses an overall site design and funding strategy for further redevelopment of Turner Caravan Park and monitors the success of the chalet development.*

*CARRIED 7/0*

---

In 2017, detailed design works were commenced for the inclusion of three chalets, with construction commencing in September 2017 and all chalets being commissioned in December 2017. During this period there were also significant infrastructure and equipment upgrades required to be undertaken, that included power, water and commercial hot water systems. These works had to be undertaken without an overall endorsed master plan for the Park, in which case in 2017 an internal design group commenced works to develop a concept master plan that Council endorsed as follows:

*RECOMMENDATION / COUNCIL DECISION*

---

*CR HASTIE, CR TOWNSHEND OM2017/197*

*That Council:*

- 1. Develops a masterplan for the Turner Caravan Park for future infrastructure upgrades inclusive of chalet development;*
- 2. Notes that a design group will be formed to progress the master planning; and*
- 3. Nominates Crs Hastie and Smart to represent Council on the design group.*

*CARRIED 6/0*

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*RECOMMENDATION / COUNCIL DECISION*

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*CR EARL, CR GODDEN OM2018/16*

*That Council nominates Cr Meldrum to represent Council with Cr Smart on the design group.*

*CARRIED 7/0*

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The majority of those vacation notice periods have now since lapsed (excluding a number of sites surrounding the circle area, which lapse in December 2019) with the majority of those users remaining committed to staying in the Park.

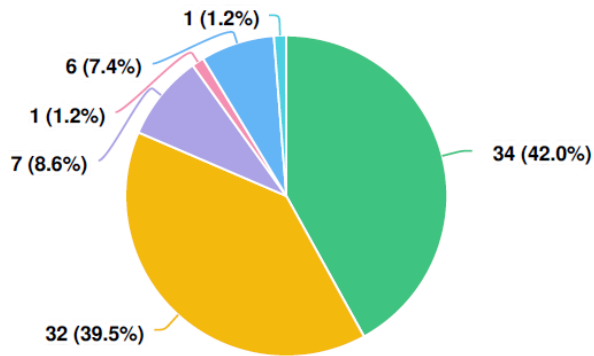
## **CONSULTATION AND ADVICE**

### **External Consultation**

Park users and the broader community were provided with an opportunity to provide feedback through the Shire's Your Say site during the period 2-12 November 2018. A public notice was placed in the local newspaper, together with the Shire's website and Your Say site promoting the consultation process. Over 2,000 users of the Park received emails requesting their feedback and a meeting was held with the Park's long stay and holiday short stay users, of which 51 people attended.

The Consultation Report Summary (Attachment 6) had included the input of 81 contributors, with their key findings as follows:

### My relationship to the park



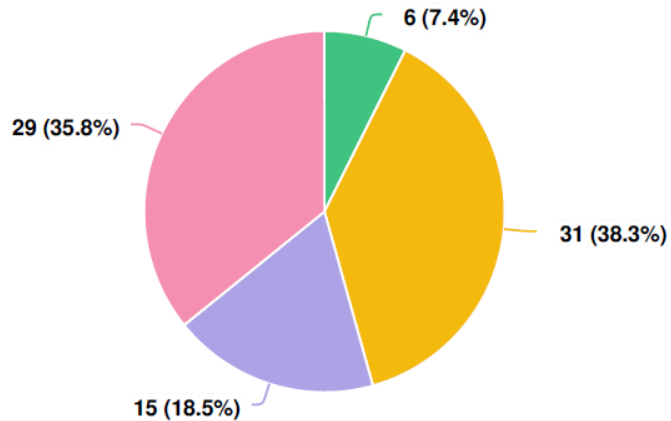
#### Question options

- Camper
- Caravaner
- Long term tenant/holiday site licensee
- Interested public member
- Ratepayer
- Other

(81 responses, 0 skipped)

Diagram 1. Relationship to the Park

### My support for the draft concept plan



#### Question options

- Awesome - don't change a thing
- Good stuff - heading in the right direction
- Okay - needs minor changes
- Revisit - needs major rethinking

(81 responses, 0 skipped)

Diagram 2. Relationship to the Park

Note: The Shire received 11 email commentary submissions all of which have been included within Attachment 7 of the Consultation Report Comments. Comments have been modified to protect the confidentiality of the respondent any confidential references made of third parties.

### Internal Consultation

An internal design group that included Council representation worked with the appointed external consultants in developing the Concept Masterplan and other key related plans.

### **DISCUSSION / OFFICER COMMENTS**

Overall Turner Caravan Park is at the stage within its lifecycle where it requires significant asset renewal works to be undertaken, this is due to its age and the deteriorating condition of its assets. Recently significant works have had to be undertaken, without a masterplan in place, with such works including renewing and upgrading an amenity block, power, water and a number of commercial hot water systems. The masterplan provided to Council will enable future staged development and renewal works to occur in a more structured and methodical fashion, providing greater efficiencies in undertaking these works and enhanced ability to future proof the Park.

All users have expressed how much they value the Park and its current management, making it a highly sought after Park to visit and stay, but the majority of users have also acknowledged that upgrades are required in meeting their evolving needs and providing value for money.

It is proposed that the detailed design works are to include the assessment of existing infrastructure and equipment to ensure that asset renewal works can be considered when staging any future development.

### **Concept Plan**

The Concept Masterplan (Attachment 1) has followed Council's vision to not drastically change the overall Park layout, but to provide those crucial enhancements in meeting the modern day needs of our users, ensuring their safety and providing more diversified accommodation options within the Park, particularly for the off peak season.

Key underpinning design principles were as follows:

- Provision of chalets in the north-eastern section of the Park that was in accordance with Council's vision
- Better utilisation of space within the existing established areas of the Park i.e. Foreshore, Circle, Wilson and Dekkers that will provide additional and more diversified camping/caravan sites within the low risk areas of the Park
- Creation of a separate, purpose built section of the Park i.e. Karri Terrace that may accommodate existing and potential future long stay and holiday short stay users
- Enhanced amenities that will cater for existing and new users all year round
- Creation of safer Park for all users
- Preservation of high value environmental areas.

The Concept Masterplan has been informed by a number of key related plans and studies all of which have provided a holistic approach to the planning process.

### **Tree Risk Assessment**

Recent tree risk assessments undertaken by the Shire's compliant supplier have indicated that a number of trees have become unsafe for campers due to their age and poor health. Where possible staff have undertaken extensive succession planting that has been made that much more difficult without having a plan for the future in place. It is envisaged that once a plan is endorsed further succession planting will take place within the staged development process.

### **Bushfire Management Plan**

The recent Westbay fires are a timely reminder of why Park owners need to consider and manage their fire risks, particularly for Parks within natural bush settings. The Concept Masterplan has sought to balance preserving the native bush with also having appropriate bushfire mitigation strategies in place that were recommended by Stratagen within the Bushfire Management Plan (Attachment 5), as follows:

- Reinstatement of a second exit/entry point (partially through the shire managed Reserve R41117) for emergency evacuations
- Creation of strategic asset protection zones, fuel hazard reduction zones, and interface buffers
- A structured burning and manual fuel load reduction program
- Stand-alone firefighting water tank
- Shifting campsites from the high risk flame zones into more appropriate low risk locations.

### **Fauna Study**

Independent Zoologist Greg Harewood undertook a comprehensive Fauna Assessment (Attachment 3) within the Park and surrounding reserves. The assessment had found that the impacts of the proposed development are “considered negligible” based upon the degraded state of the Park and that the “primary consideration of the proposed development should be focussed on the identified presence of habitat used by the Western Ringtail Possum”.

The Concept Masterplan has sought to avoid affecting the Park's healthy mature native trees and as such has designed development around those significant trees, particularly within the chalet area.

Shire staff have already implemented a significant tree-planting program along the Park's foreshore area and will continue these efforts to enhance habitat corridors and provide succession for those trees that are currently deteriorating due to ill health.

### **Rehabilitation Plan**

Nicole Siemon and Associates Pty Ltd were engaged to develop a Rehabilitation Plan (Attachment 4) that recognised the need for creating environmental protection zones to preserve and enhance the natural environment and also to improve the management of introduced species within the Park. A number of environmental protection zones have been created in the Concept Masterplan that will require appropriate management and also consideration towards managing any associated fuel loads.

### **Business Plan**

The Business Plan (Confidential Attachment 2) was independently developed by Innoviv Park Services and contains commercially sensitive information. Innoviv Park Services provided key recommendations on the proposed development priorities, as follows:

- Karri Terrace – purpose built for Long stay and Holiday short stay users
- Chalet accommodation – diversify chalet types
- Enhance and diversify camping/caravan sites – Circle, Wilson, Dekkers and the Foreshore
- Provide new and upgraded amenities.

In assessing the viability of the proposed development priorities, Innoviv Park Services projected returns over five years and performed the following calculations:

- Comparison of returns on a Net Present Value (NPV) basis
- Comparison of incremental returns using an Internal Rate of Review Calculation
- Comparison of projects using an incremental Return on Investment (ROI).

The Net Present Value and Internal Rate of Return (IRR) calculations were prepared with net cash flows, including:

- EBITDA
- Less: Capital Investment (two-stage investment over three years)
- A comparative “base year”, plus CPI.

*EBITDA is an abbreviation for earnings before interest, taxes, depreciation and amortisation.*

Innoviv Park Services financial estimates provided the following conclusions:

- Growth above CPI will be limited by the current park design and facilities, unless facilities are improved in line with industry best standards
- Completion of the two stages of the Masterplan will provide superior financial returns to a model based upon current design and facilities
- At an estimated cost of \$2.50m for the initial stages of works proposed, the proposed Masterplan will provided a superior layout and set of facilities with an expected useful like of 20+ years
- Investment measures of ROI, IRR and NPV all provide support for the project at achievable results
- An internal rate of return of 14.1% over a 20-year period is considered sufficient to support approval of the project.

### **Long stay and holiday short stay users**



There are currently five long stay users (Residential Tenancy Agreements) and 30 holiday short stay users spread throughout the Dekker's, Circle and foreshore areas of the Park, refer Attachment 9 Current Turner Caravan Park Site Plan.

Those affected users have previously received notice from the Shire's Acting Chief Executive Officer (Confidential Attachment 8) dating back to December 2009, in which case a small number were acted upon and others have remained with no further action being taken. Since this notice was provided the only new agreements that have been offered to new users have been annual short stay agreements that have historically been renewed annually and which are due to lapse on the 1 December 2018.

The proposed Concept Masterplan seeks to provide an alternative option to those long stay and holiday short stay users at the Karri Terrace area, which in its current form may accommodate up to 18 sites. The site numbers offered may be able to be expanded based upon the level of interest received and it only reflects the current site configuration in this area. It has been estimated that for the redevelopment of Karri Terrace area to be sustainable, it would need to have a minimum of eight interested users. The Officer requests that if development is to proceed within the Park, than it would be due diligent to undertake an expression of interest process with those users to gauge the feasibility of redeveloping the Karri Terrace area fit for this new purpose.

#### **Asset Renewal Program**

Overall, it is recognised that the Park's dated layout (i.e. was not originally designed for the larger caravans that exist today) and the ageing infrastructure is in desperate need of renewal and bringing up to required standards. It will be timely to coincide the renewal of the Park's site layout along with the infrastructure, which will ensure the Park remains sustainable and attractive to all users. There is an opportunity whilst redeveloping to undertake the infrastructure upgrades within the context of a Masterplan that will better serve the Park well into the future and reducing any potential rework and waste in undertaking those renewal works without a Masterplan.

#### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

*Caravan Parks and Camping Grounds Act 1995.*  
*Residential Tenancy Act 1987.*

#### **STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***  
***Corporate Business Plan 2018-2022***

Key Result Area 4: Vibrant and diverse economy

Outcome: 4.2 Sustainable tourism and other local industries

Strategy 4: Provide family friendly caravan and camping grounds to encourage visitors to extend their stay

Service level strategy/plan:

4.2.4.1 Develop a masterplan for Turner Caravan Park; and

4.2.4.2 Develop additional chalets at Turner Caravan Park utilising Caravan Park reserve funds.

#### **PLANNING FRAMEWORK**

Nil

#### **FINANCIAL IMPLICATIONS**

The 2018-2019 budget has provisions for the following:

Detailed design master planning as follows:

- TCP66, \$80,000 – Detailed Design and Engineering Turner Caravan Park.

#### **SUSTAINABILITY IMPLICATIONS**

##### **Environmental**

- Protection and regeneration of the natural environment within our Park
- Promote energy efficient and sustainable design principles
- Promote the conservation of remnant vegetation and conservation of those significant fauna species within the locality.

##### **Social**

- Create an affordable and family friendly holiday stay option for our guests
- Provide a diverse range of accommodation options to support all our guests
- Create a safe holiday environment for our guests
- Promote greater universal access and inclusion opportunities at TCP.

#### **Economic**

- Increase economic activity in Augusta particularly during the off-peak season through increased intrastate, interstate and international (i.e. China ready) tourist visitation
- Increase the duration of visitor stays by developing suitable alternative accommodation options that are suitable for the off-peak season
- Increase the marketing potential for Augusta overall.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **RECOMMENDATION**

That Council:

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan;
2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed; and
7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'.

#### **ADVICE TO APPLICANT / PROPONENT**

Nil

#### **ATTACHMENTS**

1. Concept Masterplan
2. Business Plan CONFIDENTIAL
3. Fauna Assessment
4. Rehabilitation Plan
5. Bushfire Management Plan
6. Consultation Report Summary
7. Consultation Report Comments
8. Acting CEO notice letter 2nd December 2009 CONFIDENTIAL
9. Current Turner Caravan Park site plan

*Cr Townshend moved the following procedural motion to allow questions regarding the confidential Business Plan:*

#### **PROCEDURAL MOTION / COUNCIL DECISION**

**CR TOWNSHEND, CR EARL OM2018/294**

**That the meeting go behind closed doors.**

**CARRIED 7/0**

---

*Members of the public and press left Chambers at 5.53pm*

*Cr Townshend then moved the following procedural motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

---

**CR TOWNSHEND, CR EARL OM2018/295**

**That the meeting come out from behind closed doors.**

**CARRIED 7/0**

---

*Members of the public and press re-entered Chambers at 6.41pm*

*Cr Smart then moved the officers recommendation:*

**RECOMMENDATION**

---

**CR SMART, CR EARL**

**That Council:**

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan;
2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed; and
7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'.

**0/0**

---

*Cr Lane then moved the following procedural motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

---

**CR LANE, CR GODDEN OM2018/296**

**That the item be deferred pending further information.**

**LOST 3/4**

**CRS TOWNSHEND, EARL MELDRUM, SMART VOTED AGAINST**

---

**REASON**

To provide opportunity for Council to receive further financial analysis.

*As the procedural motion was lost, the primary motion stood:*

**PRIMARY MOTION**

---

**CR SMART, CR EARL**

**That Council:**

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan;
  2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
  3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
  4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
-

5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed; and
7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'.

0/0

---

*Cr Smart moved the following amendment:*

#### **AMENDMENT / COUNCIL DECISION**

---

**CR SMART, CR EARL OM2018/297**

That the following amendments be made:

- a) That the following wording be added to point 1:  
*'and seeks input from the Augusta Chamber of Commerce and other local community groups to further inform the Concept Masterplan and detailed design'*
- b) That the following be added as point 8:
  8. Should the 5 long Stay tenants choose to remain in situ until such time as their sites become impacted by future development they will be addressed in the following manner:
    - i. With regards sites 46 and 29 every endeavour will be made to work around these sites, failing this the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.
    - ii. In relation to sites 75, 76 and 78 the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.

**CARRIED 4/3**

**CRS MCLEOD, LANE AND GODDEN VOTED AGAINST**

---

#### **REASON**

Cr Smart spoke to the motion stating point a gives the Augusta Chambers of Commerce and other community groups an opportunity to express their views. Cr Smart went on to state that point b gives assurance of compassionate treatment of Long Term Residents.

*This then became the primary motion:*

#### **PRIMARY MOTION**

---

**CR SMART, CR EARL**

That Council:

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan and seeks input from the Augusta Chamber of Commerce and other local community groups to further inform the Concept Masterplan and detailed design;
2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed;
7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'; and

8. Should the 5 long Stay tenants choose to remain in situ until such time as their sites become impacted by future development they will be addressed in the following manner:

- i. With regards sites 46 and 29 every endeavour will be made to work around these sites, failing this the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.
- ii. In relation to sites 75, 76 and 78 the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.

0/0

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*Cr Earl then moved the following amendment:*

**AMENDMENT / COUNCIL DECISION**

**CR EARL, TOWNSHEND OM2018/298**

That the words 'without Shire approval' be added to point 6.

**CARRIED 7/0**

---

**REASON**

The amendment allows long stay and short stay holiday users the opportunity of development with Shire approval.

*This then became the primary motion:*

**PRIMARY MOTION**

**CR SMART, CR EARL**

That Council:

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan and seeks input from the Augusta Chamber of Commerce and other local community groups to further inform the Concept Masterplan and detailed design;
2. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
3. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
4. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
5. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
6. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed without Shire approval;
7. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'; and
8. Should the 5 long Stay tenants choose to remain in situ until such time as their sites become impacted by future development they will be addressed in the following manner:
  - i. With regards sites 46 and 29 every endeavour will be made to work around these sites, failing this the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.
  - ii. In relation to sites 75, 76 and 78 the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.

0/0

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*Cr Godden moved the following amendment:*

**AMENDMENT / COUNCIL DECISION**

**CR GODDEN, CR LANE OM2018/299**

That the following be added as point 2:

2. That more financial modelling is provided to Council (via email).

**REASON**

To allow Council receive further information.

*This then became the primary motion:*

**PRIMARY MOTION**

---

**CR SMART, CR EARL**

That Council:

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan and seeks input from the Augusta Chamber of Commerce and other local community groups to further inform the Concept Masterplan and detailed design;
2. That more financial modelling is provided to Council (via email);
3. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
4. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
5. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
6. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
7. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed without Shire approval;
8. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'; and
9. Should the 5 long Stay tenants choose to remain in situ until such time as their sites become impacted by future development they will be addressed in the following manner:
  - i. With regards sites 46 and 29 every endeavour will be made to work around these sites, failing this the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.
  - ii. In relation to sites 75,76 and 78 the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.

0/0

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*Cr McLeod moved the following amendment:*

**AMENDMENT**

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**CR MCLEOD, CR GODDEN**

That the following be added to point 1:

That 'with the inclusion of chalets open to further research and investigation'

0/0

---

**REASON**

To allow for further consideration regarding inclusion of the chalets.

With the agreement of the mover and seconder, Cr Lane added the following wording:

*'and specifically on the impacts of the chalets adjacent to the foreshore on the social aspects and on the community of the campground'*

**REASON**

To clarify 'further research and investigation'.

*Cr Meldrum left Chambers at 7.27pm*

*Cr Meldrum re-entered Chambers at 7.29pm*  
*The amendment was then put as follows:*

**AMENDMENT / COUNCIL DECISION**

**CR MCLEOD, CR GODDEN OM2018/300**

**That the following be added to point 1:**

**That 'with the inclusion of chalets open to further research and investigation and specifically on the impacts of the chalets adjacent to the foreshore on the social aspects and on the community of the campground '**

**CARRIED 4/3**  
**CRS MELDRUM, SMART AND EARL AGAINST**

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*Cr Meldrum left Chambers at 7.35pm*  
*Acting CEO left Chambers at 7.36pm*  
*Acting CEO re-entered Chambers at 7.36pm*  
*Cr Meldrum re-entered Chambers at 7.38pm*

*Debate then continued on the primary motion before being put to vote:*

**PRIMARY MOTION / COUNCIL DECISION**

**CR SMART, CR EARL OM2018/301**

**That Council:**

1. Endorses in principle the Turner Caravan Park Concept Masterplan and underpinning Business Plan with the inclusion of chalets open to further research and investigation and specifically on the impacts of the chalets adjacent to the foreshore on the social aspects and on the community of the campground ' and seeks input from the Augusta Chamber of Commerce and other local community groups to further inform the Concept Masterplan and detailed design;
2. That more financial modelling is provided to Council (via email).
3. Undertakes the detailed design stage of works for the Concept Masterplan that will be further considered in respect to planning the redevelopment staging;
4. Undertakes an expression of interest of those affected long stay and holiday short stay users to gauge the level of interest for their potential relocation to the Karri Terrace area, based upon it being redeveloped fit for purpose;
5. Based upon the Shire receiving at least eight expressions of interest for the Karri Terrace area, provides in principle support for redeveloping the Karri Terrace area fit for purpose, as a priority redevelopment project;
6. Renews all expiring holiday short stay agreements until 1 May 2019 with further consideration being made based upon the expression of interest findings;
7. Advises all long stay and holiday short stay users that no agreements for those existing sites, may be transferred to another party or be further developed without Shire approval;
8. Supports the change of purpose of Reserve 41117 from 'Park and Recreation' to 'Park, Recreation and Access'; and
9. Should the 5 long Stay tenants choose to remain in situ until such time as their sites become impacted by future development they will be addressed in the following manner:
  - i. With regards sites 46 and 29 every endeavour will be made to work around these sites, failing this the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.
  - ii. In relation to sites 75, 76 and 78 the Shire will provide a degree of both financial and logistical support to relocate them, either within the park or externally.

**CARRIED 5/2**  
**CR MCLEOD AND GODDEN VOTED AGAINST**

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*Members of the public gallery, with the exception of one, left Chambers at 7.49pm*

**PROCEDURAL MOTION / COUNCIL DECISION**

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**CR EARL, CR TOWNSHEND OM2018/302**

**That the order of business be resumed**

**CARRIED 7/0**

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*The order of business was resumed and Council moved on to deliberate Item 11.1.*



# 11.1. Chief Executive Officer

**11.1. CHIEF EXECUTIVE OFFICER**  
Nil

# 11.2. Sustainable Development

**11.2.1 TELECOMMUNICATIONS INFRASTRUCTURE (PHONE TOWER) - 95 (LOT 3947) LATCH ROAD, DEEPDENE**

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<b>LOCATION/ADDRESS</b>	95 (Lot 3947) Latch Road, Deepdene
<b>APPLICANT/LANDOWNER</b>	Planning Solutions Urban And Regional Planning
<b>FILE REFERENCE</b>	PTY/11603
<b>REPORT AUTHOR</b>	Angela Satre, Acting Statutory Planning Coordinator
<b>AUTHORISING OFFICER</b>	Dale Putland, Director Planning and Development Services

---

This Item was deferred at the 14 November 2018 Ordinary Council Meeting as follows:

*PROCEDURAL MOTION / COUNCIL DECISION*

---

*CR GODDEN, CR MCLEOD*

*That the item be deferred to the 28 November 2018 to allow the proponent to clarify the information around why this site was selected as opposed to the other options.*

*CARRIED 4/3*

*CRS EARL, SMART AND LANE VOTED AGAINST*

---

*Cr Meldrum left Chambers at 7.50pm  
Cr Meldrum left Chambers at re-entered 7.52pm*

**RECOMMENDATION**

---

**CR EARL, CR SMART**

**That Council grants approval for a Telecommunications Infrastructure (Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene subject to compliance with the following conditions:**

- 1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.**

<b>Plans and Specifications</b>	<b>P1 – P4 received at the Shire offices on 18 June 2018.</b>
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- 2. If the development, the subject of this approval, is not substantially commenced within two (2) years from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, development is prohibited without further approval being obtained.**
- 3. The approved telecommunications monopole is permitted up to a maximum height of 70m, measured from ground level to the top of the monopole, and a maximum of 74m to the top of any associated antennae fixed to the monopole.**
- 4. The Telecommunications Infrastructure shall be dismantled and removed from the site at the time the infrastructure is no longer functioning and operational.**

**0/0**

---

*Cr Earl moved the following amendment:*

**AMENDMENT / COUNCIL DECISION**

---

**CR EARL, CR TOWNSHEND OM2018/303**  
That the following be added as point 5:

**5. That the applicant provides \$2000 towards planting on the Wadandi Trail Reserve.**

**CARRIED 7/0**

---

**REASON**

Cr Earl spoke to the amendment referring to previous Council decision OM2018/276, made at the 14 November 2018, in which Cr Lane suggested the planting would provide additional screening from the Wadandi Track.

*This then became the primary motion:*

**PRIMARY MOTION / COUNCIL DECISION**

---

**CR EARL, CR SMART OM2018/304**

**That Council grants approval for a Telecommunications Infrastructure (Phone Tower) at 95 (Lot 3947) Latch Road, Deepdene subject to compliance with the following conditions:**

1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

<b>Plans and Specifications</b>	<b>P1 – P4 received at the Shire offices on 18 June 2018.</b>
---------------------------------	---

---

2. If the development, the subject of this approval, is not substantially commenced within two (2) years from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, development is prohibited without further approval being obtained.
3. The approved telecommunications monopole is permitted up to a maximum height of 70m, measured from ground level to the top of the monopole, and a maximum of 74m to the top of any associated antennae fixed to the monopole.
4. The Telecommunications Infrastructure shall be dismantled and removed from the site at the time the infrastructure is no longer functioning and operational.
5. That the applicant provides \$2000 towards planting on the Wadandi Trail Reserve.

**CARRIED 5/2**

**CRS MCLEOD AND MELDRUM VOTED AGAINST**

---

*Member of the Press left Chambers at 7.58pm*

**11.2.2 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE (MOBILE PHONE TOWER) -  
RESERVE 51096 (LOT 331) LEEUWIN ROAD, AUGUSTA**

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<b>LOCATION/ADDRESS</b>	Reserve 51096 (Lot 331) Leeuwin Road, Augusta
<b>APPLICANT/LANDOWNER</b>	Planning Solutions Urban And Regional Planning
<b>FILE REFERENCE</b>	RES/51096
<b>REPORT AUTHOR</b>	Matt Slocomb, Acting Strategic Projects Officer and Senior Planning Officer
<b>AUTHORISING OFFICER</b>	Dale Putland, Director Sustainable Development

---

This Item was deferred at the 24 October 2018 Ordinary Meeting of Council as follows:

*PROCEDURAL MOTION / COUNCIL DECISION*

*CR SMART, CR LANE OM2018/267*

*That the item be deferred to the 14 November 2018 Ordinary Council meeting in order to give the proponent an opportunity to consider alternative locations.*

*CARRIED 5/1  
CR MELDRUM VOTED AGAINST*

---

At the 14 November 2018 Ordinary Meeting of Council, this item was again deferred as follows:

*PROCEDURAL MOTION / COUNCIL DECISION*

*CR EARL, CR GODDEN*

*That the item be deferred to the 28 November 2018.*

*CARRIED 7/0*

---

*At the time of this meeting Negotiations between DPaW and Telstra were still in progress.*

*Cr Earl moved the following motion:*

**MOTION / COUNCIL DECISION**

**CR EARL, CR SMART OM2018/305**

**That the item be delegated to the authority of the CEO.**

**LOST 3/4  
CRS MCLEOD, MELDRUM, LANE AND GODDEN**

---

**REASON**

To allow the matter be dealt with administratively.

*As the motion was lost, Cr Earl moved the following procedural motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

**CR EARL, CR SMART OM2018/306**

**That the item be deferred pending advice from Telstra.**

**CARRIED 7/0**

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# 11.3. Infrastructure Services

**11.3.1 RFT 04-19 PROVISION OF CLEANING SERVICES FOR BUILDINGS, RESERVE TABLES, BBQ'S, PUBLIC AMENITIES.**

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	COR/371
<b>REPORT AUTHOR</b>	David Nicholson, Manager Asset Services
<b>AUTHORISING OFFICER</b>	Markus Botte, Director Infrastructure Services

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*This item was published as a late report on 27 November 2018.*

**IN BRIEF**

- At the Ordinary Meeting of 24 October 2018 Council considered a Request for Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities or the provision of cleaning services at various sites within the Shire.
- Council resolved to award the contract to BrightMark Group Pty Ltd for the sum of \$323,265.86 excluding GST, pursuant to an evaluation panel's recommendation following a comprehensive evaluation undertaken in accordance with the Shire's Procurement Policy, with the professional and independent support of WALGA Procurement Services whom prepared an evaluation report.
- During subsequent preparation of contract documentation Shire staff identified errors within price calculations contained within the external evaluation report supporting Council's resolution, thereby preventing the contract from being awarded.
- External legal advice obtained by the Shire recommended reassessment of corrected price submissions, and a subsequent reconsideration by the evaluation panel has resulted in revised evaluation report.

**RECOMMENDATION**

That Council

1. Revokes Part 1 of Decision OM2018/271 awarding Tender RFT 04-19 to BrightMark Group Pty Ltd, as the stated price was incorrect.
  2. Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.
- 

**LOCATION PLAN**

Nil

**TABLED ITEMS**

RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities

**BACKGROUND**

At its meeting on 24 October 2018, Council passed the following resolution:

*PRIMARY MOTION / COUNCIL DECISION*

*CR SMART, CR EARL OM2018/271*

*That Council:*

1. *Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and tendered price of*



*\$323,265.86 ex GST pa, for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer; and*

- 2. requests the CEO to prepare a proposal for consideration in the mid year budget review on the provision of additional contract management resources to ensure that the cleaning contract is undertaken to a high level of satisfaction in keeping with community expectations.*

*CARRIED 5/1  
CR MCLEOD VOTED AGAINST*

---

Council Officers verbally advised BrightMark Group Pty Ltd of the decision on 26 October 2018 and commenced preparation of contract documentation. During this process it became apparent that the price stated in the above resolution was incorrect. Further investigation revealed that all of the tenderers' prices recorded in the Evaluation Report provided by WALGA Procurement Services were incorrect, by varying amounts. Tenderers' total prices are comprised of individual prices for six different area-based cleaning tasks and the errors systematically arose because prices for some tasks were not included in the summarised amounts.

Shire officers sought legal advice on the most appropriate process to resolve this situation. The legal advice indicated that Council should:

- undertake a re-evaluation of the tenders, including seeking further clarifications from tenderers if required;
- revoke the previous decision; and
- award the tender on the basis of the re-evaluation.

## **CONSULTATION AND ADVICE**

### **External Consultation**

A pre-tender notification was published in the Margaret River Mail on 29 August. The tender was advertised state-wide as per tender regulations, in The Western Australian on 6 and 8 September 2018 and in the Margaret River Mail on 5 and 12 September 2018. It was also displayed on the Shire's website from 5 to 26 September 2018.

WALGA Procurement Services were engaged to facilitate the procurement process. The scope of WALGA's engagement included:

- Process Management;
- Provision of two evaluators;
- Management of the evaluation process; and
- Provision of an evaluation/recommendation report.

### **Internal Consultation**

Consultation was undertaken with the Shire's Project and Procurement Officer, Manager Recreational Services, Manager Asset Services and Building Assets and Maintenance Coordinator.

## **DISCUSSION / OFFICER COMMENTS**

A revised evaluation report has been prepared by WALGA and a copy is attached as Confidential Attachment 1.

The tender evaluation process included assessment of Compliance Criteria, Qualitative Criteria and Price, which included:

- Compliance criteria compliant / non-compliant basis (not scored);
- Relevant experience & demonstrated ability – 30%;
- Tenders resources , key personnel and experience – 30%;
- Occupational safety, health and environmental management – 10%;
- Demonstrated understanding – 20%;
- Local content commitment 10%; and
- Price – non-weighted.

A panel consisting of two (2) WALGA representatives and three (3) Shire staff was formed to evaluate the submissions. WALGA completed an assessment of each tender submission against the compliance criteria. Each member of the evaluation panel completed an independent assessment of each

submission against the qualitative criteria. The panel then met to discuss results, agree on a consensus score and recommendations. Outcomes were then consolidated into an Evaluation Report. The same panel members participated in the re-evaluation process and undertook the price re-evaluation only.

Price was a consideration, but not weighted, as a 'best value for money approach' was utilised.

The re-evaluation process concluded with the panel recommending that Council accepts the tender submitted by BrightMark Group Pty Ltd as the most advantageous tender to form a contract.

It is therefore necessary to revoke Council's previous decision and to award the tender subject to a corrected price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) and under the same conditions previously indicated, being for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.

### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Section 3.57 of the *Local Government Act 1995*.

### **STRATEGIC PLAN / POLICY IMPLICATIONS**

**Community Strategic Plan 2036 (CSP)**

**Corporate Business Plan 2018-2022**

Key Result Area 2: Welcoming, inclusive and healthy communities

Community Building Maintenance

### **PLANNING FRAMEWORK**

Nil

### **FINANCIAL IMPLICATIONS**

Council annually budgets for the external provision of cleaning services. Tenders are called to ensure Council receives value for money for its services and meets its obligation under section 3.57 of the *Local Government Act 1995*.

Prices will be fixed for the initial three (3) year term with an option to extend for a further two (2) years. If an extension is offered, the price variation mechanism, All Groups CPI for Perth %, will be utilised to update the Schedule of Rates, which will subsequently remain fixed for the extension period.

The current budget for cleaning services component of this tender is \$524,279 and is apportioned over three business units as follows:

Parks and Gardens – North and South	<ul style="list-style-type: none"><li>• BBQ Cleaning</li></ul>	\$32,800
Indoor Recreation Centre	<ul style="list-style-type: none"><li>• Margaret River Rec Centre</li></ul>	\$55,000
Community Buildings	<ul style="list-style-type: none"><li>• Shire Offices</li><li>• Augusta Library</li><li>• Margaret River Zone Room &amp; public amenities</li></ul>	\$436,479

The budget includes an allowance for unscheduled works, such as graffiti removal and additional cleaning of public amenities for special events.

### **SUSTAINABILITY IMPLICATIONS**

#### **Environmental**

Some Tenderers use environmentally friendly cleaning products.

#### **Social**

Council provides public facilities that are regularly cleaned for the safety and comfort for all users.

#### **Economic**

Tendering of services encourages competitive pricing and allows the Shire to obtain value for money for the goods and services it purchases.

## VOTING REQUIREMENTS

Absolute Majority

The below recommendation has been separated into two parts, to enable the revocation to be dealt with separately as per Regulation 10 of the *Local Government (Administration) Regulations*. Part 1 of the recommendation, to revoke a decision, requires support of at least 1/3 of the number of offices (whether vacant or not) of members of the Council prior to consideration. A notice of motion is required to be signed by 3 Councillors, inclusive of the mover. The decision must be made by absolute majority.

Crs Townshend, Meldrum and Godden signed a 'Motion of Revocation' document as per Regulation 10 Local Government (Administration) Regulations 1996.

## RECOMMENDATION - PART 1

**That Council** Revokes Part 1 of Decision OM2018/271 as the stated price was incorrect.

1. *Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and tendered price of \$323,265.86 ex GST pa, for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer;*

## RECOMMENDATION PART 2

That Council Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.

## ADVICE TO APPLICANT / PROPONENT

Council's decision.

## ATTACHMENTS

1. Confidential Attachment RFT 04-19 Evaluation Report

## RECOMMENDATION PART 1

---

CR, CR, CR

**That Council** Revokes Part 1 of Decision OM2018/271 as the stated price was incorrect.

1. *Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and tendered price of \$323,265.86 ex GST pa, for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer;*

0/0

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## RECOMMENDATION PART 2

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CR, CR

That Council Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.

0/0

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*Cr Townshend moved the following procedural motion to allow for questions regarding the confidential attachment:*

**PROCEDURAL MOTION / COUNCIL DECISION**

**CR TOWNSHEND, CR EARL OM2018/307**

**That the meeting go behind closed doors.**

**CARRIED 7/0**

---

*Member of the public left Chambers at 8.07pm*

*Cr Earl crossed Chambers at 8.07pm*

*CR Townshend crossed Chambers at 8.10pm*

*Acting Director Sustainable Development left Chambers at 8.11pm*

*Acting Director Sustainable Development re-entered Chambers at 8.12pm*

*Cr Meldrum crossed Chambers at 8.21pm*

*Crs Townshend, Meldrum, Lane crossed Chambers at 8.23pm*

*Cr Townshend then moved the following procedural motion:*

**PROCEDURAL MOTION / COUNCIL DECISION**

**CR TOWNSHEND, CR EARL OM2018/308**

**That the meeting come out from behind closed doors.**

**CARRIED 7/0**

---

Crs Townshend, Meldrum and Godden signed a 'Motion of Revocation' document as per Regulation 10 Local Government (Administration) Regulations 1996.

**RECOMMENDATION PART 1 / COUNCIL DECISION**

**CR TOWNSHEND, CR MELDRUM, CR GODDEN OM2018/309**

**That Council Revokes Part 1 of Decision OM2018/271 as the stated price was incorrect.**

- 1. Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and tendered price of \$323,265.86 ex GST pa, for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer;***

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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**RECOMMENDATION PART 2**

**CR EARL, CR SMART**

**That Council Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd for their tender submission and price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.**

**0/0**

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*During debate, Cr Godden moved the following amendment:*

**AMENDMENT / COUNCIL DECISION**

**CR GODDEN, CR MCLEOD OM2018/310**

**That the following be added as point 2:**

**That Council requests that the CEO investigates options for the Shire's cleaning services, including provision of in-house cleaning services, and a combination of contract and in-house services and that a review of the current outsourcing model occurs at least 12 months before the end of the three year contract.**

**LOST 4/3**

**CRS SMART, TOWNSHEND, LANE, EARL VOTED AGAINST**

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**REASON**

Cr Godden spoke to the amendment highlighting serious concerns regarding the outsourcing of cleaning services, Cr Godden went on to say that a review of the current model is the best way forward to ensure Council are fully informed.

*As the amendment was lost, debate continued on the primary motion:*

**PRIMARY MOTION PART 2 / COUNCIL DECISION**

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**CR EARL, CR SMART OM2018/311**

**That Council Awards Tender RFT 04-19 Provision of Cleaning Services for Buildings, Reserve Tables, BBQ's, Public Amenities to BrightMark Group Pty Ltd at the tendered price of \$401,244.30 ex GST pa. for their tender submission and price basis outlined in the Revised Evaluation Report (Confidential Attachment 1) for a period of three (3) years, with the option to extend the contract term for up to a further period of two (2) years, subject to satisfactory performance and to be executed at the discretion of the Shire's Chief Executive Officer.**

**CARRIED BY ABSOLUTE MAJORITY 5/2  
CRS MCLEOD AND GODDEN VOTED AGAINST**

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*Cr Lane left Chambers at 9.00pm*

# 11.4. Corporate and Community Services

**11.4.1 MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 24 OCTOBER 2018**

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<b>LOCATION/ADDRESS</b>	N/A
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	FIN/7
<b>REPORT AUTHOR</b>	Andrew Ross, Manager Corporate Services
<b>AUTHORISING OFFICER</b>	Annie Riordan, Director Corporate and Community Services

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**IN BRIEF**

The Audit and Risk Management Committee meeting of 24 October 2018 considered the Annual Financial Report and Auditor's report for 2017-18, Auditor's Management Report for 2017-18, Risk Dashboard report and the response to the Integrity Audit. The Committee also conducted a teleconference with the Shire's Auditor.

**RECOMMENDATION**

That Council receives the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 24 October 2018.

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**LOCATION PLAN**

Nil

**TABLED ITEMS**

Nil

**BACKGROUND**

Council's Audit and Risk Management Committee (ARMC) comprises all members of Council and operates in accordance with the Augusta Margaret River Audit and Risk Management Committee Instrument of Appointment and Delegation. The Committee is required to discharge the legislative obligations outlined in the *Local Government Act 1995* and the Local Government (Audit) Regulations 1996.

**CONSULTATION AND ADVICE**

**External Consultation**

Nil

**Internal Consultation**

Nil

**DISCUSSION / OFFICER COMMENTS**

The meeting minutes are self-explanatory and there were no items raised during the meeting that required follow-up by Council. In brief the Committee:

- Reviewed the Annual Financial Report for 2017-18 including the Auditor's Report for the year and recommended they be accepted by Council
- Discharged the legislative obligation to meet with the Shire's Auditor by conducting a teleconference with Mr Wen-Shien Chai of Moore Stephens
- Received the Auditor's Management Report for 2017-18
- Noted the Risk Dashboard Report for June 2018 and September 2018

Noted the findings and recommendations of the Department of Local Government, Sport and Cultural Industries (DLGSCI) Integrity Audit of 2018 and the remedial actions planned to be implemented.

### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Regulation 16 of the *Local Government (Audit) Regulations 1996* states that

“An audit committee has the following functions —

(a) to guide and assist the local government in carrying out —

(i) its functions under Part 6 of the Act;

(ii) its functions relating to other audits and other matters relating to financial management;

(b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;

(c) to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —

(i) report to the council the results of that review; and

(ii) give a copy of the CEO’s report to the council.

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

(i) regulation 17(1); and

(ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government –

(i) is required to take by section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

(iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c)

(g) to perform any other functions conferred on the audit committee by these regulations or another written law.”

### **STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 5: Effective leadership and governance

Community Outcome 2: Effective and integrated strategy, planning, financial and asset management

Strategic Response: Ensure the Shire’s financial performance is well managed and leads to a strong financial position

### **PLANNING FRAMEWORK**

Nil

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the adoption of the Committee minutes.

### **SUSTAINABILITY IMPLICATIONS**

#### **Environmental**

Nil

#### **Social**

Nil

#### **Economic**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council receives the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 24 October 2018.

### **ADVICE TO APPLICANT / PROPONENT**

Nil



**ATTACHMENTS**

1. Minutes of the Audit and Risk Management Committee meeting of 24 October 2018

**RECOMMENDATION / COUNCIL DECISION**

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**CR EARL, CR TOWNSHEND OM2018312**

**That Council receives the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 24 October 2018.**

**CARRIED 6/0**

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#### 11.4.2 LIST OF PAYMENTS FOR OCTOBER 2018

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	FIN/42
<b>REPORT AUTHOR</b>	Anja Gerganoff, Accounts Payable Officer
<b>AUTHORISING OFFICER</b>	Annie Riordan, Director Corporate Community Services

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#### **IN BRIEF**

It is a requirement of the Local Government (Financial Management) Regulations 1996 that payments made under delegated authority by the CEO are reported to Council on a monthly basis showing details of each account paid since the last such list was prepared.

#### **RECOMMENDATION**

That Council notes the October 2018 List of Payments for \$12,599,857.39 as certified correct by the Chief Executive Officer.

---

#### **LOCATION PLAN**

Nil

#### **TABLED ITEMS**

Nil

#### **BACKGROUND**

Where Council has delegated authority to the CEO to make payments from the Shire's bank accounts then under Local Government (Financial Management) Regulations 1996, Regulation 13 (1) a list of such payments is to be prepared each month for noting by Council.

#### **CONSULTATION AND ADVICE**

##### **External Consultation**

Nil

##### **Internal Consultation**

Nil

#### **DISCUSSION / OFFICER COMMENTS**

Table 1 below provides a summary of the payments made and Table 2 makes comparison between payments for the 2017-18 and 2018-19 financial years.

The List of Payments attachment provides further details as required under Regulation 13 (1). These details are as follows.

- (a) The payee's name;
- (b) The amount of the payment;
- (c) The date of the payment; and
- (d) Sufficient information to identify the transaction.

In order to improve operational efficiency and reduce costs, the Shire's Finance team continually liaise with creditors paid by cheque to encourage them to switch to EFT.

SHIRE OF AUGUSTA MARGARET RIVER  
ORDINARY COUNCIL MEETING 28 NOVEMBER 2018

**TABLE 1 – SUMMARY OF PAYMENTS MADE IN THE MONTH OCTOBER 2018**

MODE OF PAYMENT	CHEQUE / EFT NUMBERS	SUB-TOTAL	AMOUNT
Cheques (includes reimbursement of credit cards)	42348-42357	\$ 16,100.80	\$ 16,100.80
EFT	67159-67701	\$9,946,801.45	
Direct Debits		\$2,636,955.14	\$12,583,756.59
<b>TOTAL</b>			<b>\$12,599,857.39</b>

**TABLE 2 – COMPARISON WITH PRIOR YEAR OF PAYMENTS**

MONTH	CHEQUES	EFT/DD	TOTAL PMTS	CUMULATIVE PAYMENTS	CHEQUES	EFT/DD	TOTAL PMTS	CUMULATIVE PAYMENTS
	2017-18	2017-18	2017-18		2018-19	2018-19	2018-19	
JULY	11,911.90	4,058,767.09	4,070,678.99	3,693,703.78	26,103.88	5,421,569.55	5,447,673.43	5,447,673.43
AUGUST	12,189.23	3,345,515.25	3,357,704.48	7,417,044.16	24,324.24	3,479,792.07	3,504,116.31	8,951,789.74
SEPTEMBER	22,462.49	9,460,770.44	9,483,232.93	15,746,398.37	12,292.40	3,829,327.80	3,841,620.20	12,793,409.94
OCTOBER	14,248.57	6,213,632.69	6,227,881.26	20,776,246.78	16,100.80	12,583,756.59	12,599,857.39	25,393,267.33
NOVEMBER	16,796.25	3,002,051.85	3,018,848.10	23,314,937.30				
DECEMBER	16,784.55	3,486,311.03	3,503,095.58	26,037,639.47				
FEBRUARY	23,253.79	3,016,860.48	3,040,114.27	28,570,044.69				
FEBRUARY	8,323.20	3,158,631.14	3,166,954.34	31,081,914.60				
MARCH	13,755.44	3,754,347.57	3,768,103.01	33,900,567.24				
APRIL	21,948.61	3,759,184.07	3,781,132.68	38,890,752.20				
MAY	12,777.70	4,065,100.21	4,077,877.91	41,953,695.96				
JULY	63,421.26	7,100,844.90	7,164,266.16	46,063,662.23				
	237,872.99	54,422,016.72	54,659,889.71	54,659,889.71				

**STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Local Government Act 1995, s 6.10, and  
Local Government (Financial Management) Regulations 1996, r 13

**STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 5: Effective leadership and governance

Outcome 2: Effective and integrated strategy, planning, financial and asset management

Strategy 4: Ensure information is managed in accordance with statutory requirements and is available for decision making.

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

Nil

**Social**

Nil

**Economic**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council notes the October 2018 List of Payments for \$12,599,857.39 as certified correct by the Chief Executive Officer.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. List of Payments for October 2018

**RECOMMENDATION / COUNCIL DECISION**

**CR GODDEN, CR EARL OM2018/313**

**That Council notes the October 2018 List of Payments for \$12,599,857.39 as certified correct by the Chief Executive Officer.**

**CARRIED 6/0**

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### 11.4.3 ANNUAL REPORT 2017-18

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	COR/133
<b>REPORT AUTHOR</b>	Stacey Hutt, Community and Corporate Planner
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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#### IN BRIEF

- The Annual Report 2017-18 has been prepared in accordance with the *Local Government Act 1995* (the Act) and includes the Auditors Concise Financial Report.
- Under section 5.53(2)(i) of the Act and Local Government (Administration) Regulations 1996 (LGAR) 19CA(2) the Annual Report is also to contain an overview of a plan for the future, major initiatives to commence or continue, any changes to the Community Strategic Plan and significant changes to the Corporate Plan.
- A date for the Annual General Electors meeting is required to be set as required by the Act section 5.27.

#### RECOMMENDATION

That Council:

1. Adopts the Annual Report 2017-18 (content version) as shown in Attachment 1; and
  2. Approves the holding of the Annual General Electors Meeting on 12 December 2018 in Margaret River Council Chambers.
- 

#### LOCATION PLAN

Nil

#### TABLED ITEMS

Nil

#### BACKGROUND

Under the *Local Government Act 1995* (the Act) all local governments in Western Australia are required to establish and maintain an Annual Report that relays information about how a local government has performed against what it said it would deliver. The Annual Report also provides an internal review and monitoring function that allows the local government to respond to change.

*The Integrated Planning and Reporting Framework and Guidelines* issued by the Department of Local Government, Sport and Cultural Industries provide guidance in the reporting requirements of local government in relation to the Annual Report. This includes performance monitoring against the Community Strategic Plan and the Corporate Plan. This has guided the development of the Annual Report for 2017-18.

Section 5.55 of the Act states that the CEO is required to give local public notice of the availability of the Annual Report once adopted by Council. This will be carried out by advertisement in the Augusta-Margaret River Times, on the Shire's website and hard copies will be placed in the Margaret River and Augusta Regional Libraries.

The Act, section 5.53 outlines the specific details to be included as:

#### 5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —

- (a) a report from the mayor or president; and
- (b) a report from the CEO; and
- [(c), (d) deleted]*
- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
- (f) the financial report for the financial year; and
- (g) such information as may be prescribed in relation to the payments made to employees; and
- (h) the auditor's report for the financial year; and
- (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - (i) the number of complaints recorded in the register of complaints; and
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require; and
  - (iv) such other information as may be prescribed.

*[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]*

### **Admin Regs**

#### **19B. Annual report to contain information on payments to employees — s. 5.53(2)(g)**

For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information —

- (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;
- (b) the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.

*[Regulation 19B inserted in Gazette 31 Mar 2005 p. 1032.]*

#### **19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))**

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate plan, the annual report of the local government for the financial year is to contain information about that significant modification.

*[Regulation 19CA inserted in Gazette 26 Aug 2011 p. 3483.]*

The adoption of the Annual Report is to include (f) the financial report for the financial year. The *Local Government (Financial Management) Regulations 1996 Regulation 36* set out the type of information that is to be included in the financial report.

In addition to the adoption by Council of the Annual Report it is also necessary to set a date for the holding of the Annual General Electors Meeting. Section 5.27 of the Act states that a general meeting of the electors is to be held once every financial year and not more than 56 days after the local government accepts the Annual Report. The purpose of the electors meeting is to discuss the contents of the annual report for the previous financial year and then any other general business.

### **CONSULTATION AND ADVICE**

#### **External Consultation**

Nil

#### **Internal Consultation**

- Executive Leadership Team

- Business Unit Managers
- Annual Report Committee

#### **DISCUSSION / OFFICER COMMENTS**

The Annual Report 2017-18 is the fifth report under the Integrated Planning and Reporting Framework. This is the final Annual Report against the Community Strategic Plan 2033. The Annual Report for 2018-19 will be the first report against the Community Strategic Plan 2036.

Staff have been guided in the development of the Annual Report by the key result areas outlined in the Community Strategic Plan and the Corporate Plan. This process is an opportunity for staff to reflect and embrace achievements over the last financial year, as well as identify where the improvement areas are for the new financial year.

#### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Nil

#### **STRATEGIC PLAN / POLICY IMPLICATIONS**

*Community Strategic Plan 2036 (CSP)*

*Corporate Business Plan 2018-2022*

Key Result Area 5: Effective leadership and governance

Outcome 6: Measure and report on success and sustainability

Strategy 3: Develop indicators and measure the performance of the Shire and the success in achieving the vision and outcomes of the Community Strategic Plan

#### **PLANNING FRAMEWORK**

Nil

#### **FINANCIAL IMPLICATIONS**

The actions and projects which are detailed in the Annual Report 2017-18 were aligned with the Annual Budget for 2017-18.

#### **SUSTAINABILITY IMPLICATIONS**

##### **Environmental**

Nil

##### **Social**

The Annual Report provides the community with a report on the progress the Shire has made against the Community Strategic Plan 2033.

##### **Economic**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **RECOMMENDATION**

That Council:

1. Adopts the Annual Report 2017-18 (content version) as shown in Attachment 1; and
2. Approves the holding of the Annual General Electors Meeting on 12 December 2018 in Margaret River Council Chambers.

#### **ADVICE TO APPLICANT / PROPONENT**

Nil

#### **ATTACHMENTS**

1. Annual Report 2017-18 (content version)

*Cr Lane re-enntered Chambers at 9.02pm*

**RECOMMENDATION / COUNCIL DECISION**

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**CR MELDRUM, CR EARL OM2018/314**

**That Council:**

- 1. Adopts the Annual Report 2017-18 (content version) as shown in Attachment 1; and**
- 2. Approves the holding of the Annual General Electors Meeting on 12 December 2018 in Margaret River Council Chambers.**

**CARRIED 7/0**

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#### 11.4.4 REVISED PURCHASING POLICY AND REGIONAL PRICE PREFERENCE POLICY

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	COR/11
<b>REPORT AUTHOR</b>	Melanie Aylett, Project and Procurement Officer
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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#### IN BRIEF

- The Shire's Purchasing Policy has been reviewed and extensively modified to ensure it continues to comply with legislation and meets the needs of the Shire and its purchasing officers.
- The Shire's Regional Price Preference Policy, which applies to tenders, has been reviewed with some minor changes being made.
- Both policies are to be considered for approval by Council.

#### RECOMMENDATION

That Council:

1. Approves the updated Purchasing Policy as per Attachment 1; and
  2. Approves the Regional Price Preference Policy as per Attachment 2.
- 

#### LOCATION PLAN

Nil

#### TABLED ITEMS

Nil

#### BACKGROUND

The Purchasing Policy and Regional Price Preference Policy were last approved by Council at the meeting on 25 November 2015 (minute reference OM2015/250). Following an advertising period the Regional Price Preference Policy was approved for implementation on 27 January 2016 (minute reference OM2016/17). Both policies are now due to be reviewed.

#### CONSULTATION AND ADVICE

##### External Consultation

Whilst no formal external consultation has been undertaken, staff are aware of the need to ensure these policies support and encourage local businesses to supply goods and services to the Shire.

##### Internal Consultation

Drafts of the Purchasing Policy have been provided to all of the Shire's Purchasing Officers a number of times with the request for changes and feedback. The policy has been amended to reflect these requests where appropriate.

#### DISCUSSION / OFFICER COMMENTS

Both policies have been changed to reflect the new corporate style guide. The major changes to each policy are described in the following sections.

##### Purchasing Policy

The Purchasing Policy outlines purchasing thresholds and the minimum purchasing requirements for each threshold. The Policy is detailed and to some extent procedural. However, this is necessary to ensure legislative requirements are followed. Key changes to the policy include:

- Policy objectives have been expanded and presented as a number of points.

- Section on ethics and integrity has been added to clearly state the need to comply with the Shire's code of conduct and to declare real and perceived conflicts of interest.
- Reference included to purchasing from existing contracts when there is an existing contract in place and the scope of works for the purchase agrees with the contract. This process is supported by a contracts register and contract summary documents.
- The need to consider risk in purchasing decision has been highlighted with some examples of business risk to be considered such as safety, financial value and negative publicity.
- The purchasing threshold matrix has been updated to categorise purchasing thresholds based on business risk and the purchasing process and number of quotations required to be obtained to mitigate that risk.
- Purchasing thresholds (excluding GST) are now up to \$5,000, \$5,001 to \$15,000, \$15,001 to \$50,000, \$50,001 to \$150,000 and over \$150,000. The previous thresholds were less than \$1,000, less than \$5,000, \$5,000 to \$50,000, \$50,001 to \$150,000 and above \$150,000.
- The other considerations section include purchasing officers applying sound judgement, obtaining more quotes if necessary and seeking approval if a lower number of quotes is to be obtained.
- Reference to the relevant purchasing procedures has been included.
- Exemptions from inviting public tenders includes panels of pre-qualified suppliers under the WALGA preferred supplier agreement (e-Quotes) or the State Government's Common Use Arrangement (CUA), panels established by the Shire, purchases from Australian Disability Enterprises, goods or services to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation, or where the goods to be supplied are petrol or oil.
- A number of other purchasing exemptions have been included where the purchase does not exceed \$50,000 in order to ensure purchasing processes are not unnecessarily complicated for straight-forward purchases that have been budgeted. These exemptions include annual memberships and subscriptions, software maintenance/support fees, training, reimbursements, some legal services, etc.
- The list of exemptions also includes clarification of existing arrangements for the provision of some goods and services such as contributions to natural resource management community groups to assist with their administrative and operating costs.
- A qualifier has been included to require purchasing officers to use their best endeavours to obtain as many quotes as possible in circumstances where the number of quotes required by the policy cannot be satisfied.
- Purchases from genuine sole sources of supply are allowed if justified, documented and approved.
- Purchases which are required in order to respond to an emergency situation may be approved in accordance with the Act.
- Other procurement processes have been referenced including expressions of interest and request for proposal, provided they do not avoid the tender process.
- The sustainable procurement section includes a number of sub-sections:
  - Local economic benefit emphasises the need to include and encourage responses from local suppliers due to the benefit local purchasing has upon the local economy. The inclusion of a qualitative weighting for local purchasing is the practical way of ensuring local suppliers benefit when assessing purchasing decisions.
  - Purchasing from Australian Disability Enterprises has already been included as a public tender exemption.
  - Where possible and appropriate businesses registered on any government funded register of Aboriginal businesses in WA are to be invited to quote for works.
  - Minimisation of environmental and social impacts will be included as part of the selection process by considering factors such as energy and water efficiency, products that are environmentally sound in manufacture, that are made with the minimum amount of materials from non-sustainable resources, or can be refurbished, reused, recycled or reclaimed to minimise waste.
- Reference is made to the availability and mandated use of proforma procurement and contract management documents and forms.
- A section for panels of pre-qualified suppliers has been included and is one of the largest changes to the policy. In accordance with the legislation this section outlines the objectives of forming and operating a panel, how the panel will be established and managed, how work will

be distributed amongst panel members and how purchases will be made from a panel. It is envisaged panels will be established to support the purchase of goods and services where there are a number of suppliers of the same or similar item, such as the hire of plant and equipment.

- The consequences for staff of non-compliance with the purchasing policy have been included.
- The final section deals with the need to ensure the proper recording and retention of all information relating to procurement decisions.

Overall, the changes to the policy are comprehensive and have resulted in a policy that is very different to the Purchasing Policy approved by Council in 2015. Various sources have been used to inform changes to the policy including referring to the WA Local Government Association (WALGA) model policy and the policy documents of other local governments. The recently released report by the Office of the Auditor General on Local Government Procurement was also referred to as this report included reviewing the policies of 8 selected local governments. Key findings of this report included the need to better record conflicts of interest, when exemptions can be applied and ensuring value thresholds and quote requirements meet current needs.

After the policy has been approved, it is intended staff training will be scheduled to outline the details of the policy and reinforce the need for compliance and proper recordkeeping of procurement decisions.

### **Regional Price Preference Policy**

This Policy allows non-metropolitan local governments to offer a price preference to regional suppliers when evaluating responses to tenders. The policy applies to all tenders invited by the Shire unless it is specifically stated the policy does not apply. As possibly one of the largest purchasers of goods and services in the Shire, the Shire is aware of the economic benefits of having local businesses participate in its expenditure program.

The policy is constrained by legislative requirements and these requirements are reflected in the policy. In essence, a regional price preference is to be assessed for tenderers who provide details of the local content relating to their tender. This proof of local content could include the financial benefit of factors such as the location of their office, employees resident in the region and the value of goods to be purchased from suppliers in the region.

Key changes to the policy include:

- That the amount of the price preference for the provision of goods or services previously provided by the Shire be increased to \$500,000 (from \$100,000) as this is in accordance with Regulation 24D. The amount of \$100,000 was an amendment to the Policy moved and approved by Council when the policy was considered in November 2015.

### **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

The policies ensure the Shire complies with the financial related legislation and regulations of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and the *Local Government (Functions and General) Regulations 1996*.

### **Legislation relevant to the Purchasing Policy**

The following regulations of the *Local Government (Functions and General) Regulations 1996* are relevant:

#### **11A (Purchasing policies for local governments)**

“(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in sub regulation (1).

(3) A purchasing policy must make provision in respect of —

- (a) the form of quotations acceptable; and
- (ba) the minimum number of oral quotations and written quotations that must be obtained; and
- (b) the recording and retention of written information, or documents, in respect of —

- (i) all quotations received; and
- (ii) all purchases made.”

**11 (When tenders have to be publicly invited)**

“(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph; or
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) the goods to be supplied under the contract are —
    - (i) petrol or oil; or
    - (ii) any other liquid, or any gas, used for internal combustion engines; or
  - (h) the following apply —
    - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
    - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
    - (iii) the local government is satisfied that the contract represents value for money; or
  - (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
  - (j) the contract is a renewal or extension of the term of a contract (the original contract) where —
    - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
    - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
    - (iii) the original contract contains an option to renew or extend its term; and
    - (iv) the supplier’s tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised; or
  - (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.”

**12 (Anti-avoidance provision for r.11(1))**

“(1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.

(2) If this regulation applies, tenders are to be publicly invited according to the requirements of this Division before the local government enters into any of the contracts regardless of the consideration.”

**Legislation relevant to the Panels of Pre-Qualified Suppliers**

The following regulations of the Local Government (Functions and General) Regulations 1996 are relevant:

**24AB (Local government may establish panels of pre-qualified suppliers)**

“A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.”

**24AC (Requirements before establishing panels of pre-qualified suppliers)**

“(1) A local government must not establish a panel of pre-qualified suppliers unless —  
(a) it has a written policy that makes provision in respect of the matters set out in sub regulation (2);  
and  
(b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.”

**24AD (Requirements when inviting persons to apply to join panel of pre-qualified suppliers)**

**24AE (Minimum time to be allowed for submitting application to join panel of pre-qualified suppliers)**

**24AF (Procedures for receiving and opening applications)**

**24AG (Information about panels of pre-qualified suppliers to be included in tenders register)**

**24AH (Rejecting and accepting applications to join panel of pre-qualified suppliers)**

**24AI (Applicants to be notified of outcomes)**

**24AJ (Contracts with pre-qualified suppliers)**

**Legislation relevant to the Regional Price Preference Policy**

The following regulations of the Local Government (Functions and General) Regulations 1996 are relevant:

**24A (Application of this Part)**

“The provisions of Part 4 may be varied in accordance with this Part, if the local government is located outside the metropolitan area and intends to give a regional price preference in accordance with this Part.”

**24B (Terms used)**

“(1) In this Part —  
regional price preference, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D;  
regional tenderer means a supplier of goods or services who satisfies the criteria in sub regulation (2).

(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —

- (a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- (b) some or all of the goods or services are to be supplied from regional sources.”

**24C (Regional price preference may be given)**

“A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.”

**24D (Discounts permitted for regional price preferences)**

“(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —

- (a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or
- (b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or
- (c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

(2) Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —

- (a) wholly supplied from regional sources; or
- (b) partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.

(3) Despite sub regulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).”

**24E (Regional price preference policies for local governments)**

“(1) Where a local government intends to give a regional price preference in relation to a process, the local government is to —

- (a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
- (b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
  - (i) the region to which the policy is to relate; and
  - (ii) details of where a complete copy of the proposed policy may be obtained; and
  - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and
- (c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.

(2) A regional price preference policy may be expressed to be —

- (a) for different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
- (b) for different goods or services within a single contract or various contracts;
- (c) for different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D), or for any combination of those factors.

(3) A region specified under this Part —

- (a) must be (or include) the entire district of the local government; and
- (b) cannot include a part of the metropolitan area.

(4) A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.”

**24F (Adoption and notice of regional price preference policy)**

- “(1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.
- (2) An adopted policy must state —
- (a) the region or regions within which each aspect of it is to be applied; and
  - (b) the types and nature of businesses that may be considered for each type of preference; and
  - (c) whether the policy applies to —
    - (i) different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
    - (ii) different goods or services within a single contract or various contracts;
    - (iii) different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders, or to any combination of those factors.
- (3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.
- (4) The local government is to ensure that a copy of an adopted regional price preference policy is —
- (a) included with any specifications for tenders to which the policy applies; and
  - (b) made available in accordance with regulation 29 of the Local Government (Administration) Regulations 1996.”

**24G (Adopted regional price preference policy, effect of)**

“A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.”

**STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 4: Vibrant and diverse economy

Outcome 3: Competitive and sustainable business environment

Strategy 3: Ensure the Shire’s procurement policies support local business and help generate local employment

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

The overall financial performance of the Shire is as summarised in this report.

**SUSTAINABILITY IMPLICATIONS**

**Environmental**

The Purchasing Policy includes statements relating to purchasing goods and services from environmentally and socially sustainable sources.

**Social**

The Purchasing Policy includes statements relating to purchasing goods and services from environmentally and socially sustainable sources.

**Economic**

Both policies provide an economic benefit to businesses located within the Shire.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council:

1. Approves the updated Purchasing Policy as per Attachment 1; and
2. Approves the Regional Price Preference Policy as per Attachment 2.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. CCSP9 Purchasing Policy
2. CCSP8 Regional Price Preference Policy

**RECOMMENDATION**

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**CR EARL, CR SMART**

That Council:

1. Approves the updated Purchasing Policy as per Attachment 1;
2. Approves the Regional Price Preference Policy as per Attachment 2; and

0/0

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*Cr McLeod moved the following amendment:*

**AMENDMENT / COUNCIL DECISION**

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**CR MCLEOD, CR EARL OM2018/315**

That the following be added as point 3:

3. Reviews the policy within a six month period to streamline any changes that might be required to ensure we have the best purchasing and regional price preference policy to match the needs of our community.

**CARRIED 7/0**

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**REASON**

Cr McLeod provided the following reason:

‘As there has been no advertising of these policies and no external consultation and, at the same, there is an urgency to adopt the updated policies a review inside 6 months with input from local businesses and the broader community will ensure we have a purchasing policy that is both lawful and fulfils the expectations of our community.’

*This then becomes the primary motion:*

**PRIMARY MOTION / COUNCIL DECISION**

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**CR EARL, CR SMART OM2018/316**

That Council:

1. Approves the updated Purchasing Policy as per Attachment 1 with amendments;
2. Approves the Regional Price Preference Policy as per Attachment 2 with amendments; and
3. Reviews the policy within a six month period to streamline any changes that might be required to ensure we have the best purchasing and regional price preference policy to match the needs of our community.

**CARRIED 7/0**

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#### 11.4.5 HOUSING ADVOCACY OFFICER PROJECT QUARTER ONE REPORT, YEAR TWO

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	CSV/104
<b>REPORT AUTHOR</b>	Jason Cleary, Coordinator Community Development and Planning
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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*Cr Godden left Chambers at 9.05pm as she disclosed an impartiality interest at Item 3.1.*

#### **IN BRIEF**

- Council endorsed in January 2017 (OM2017/15) to provide Just Home with \$20,000 per annum for three years commencing the 2017-18 financial year, for part funding of a Housing Advocacy Officer (subject to co-matched funding) to enable regular data collection and reporting.
- The Just Home Housing Advocacy Officer commenced in July 2017 and have now provided four quarterly reports and the final year report for Year One of the project.
- Just Home have now provided the first quarter report for Year Two, July – September 2018.

#### **RECOMMENDATION**

That Council notes the first quarter report, Year Two, July – September 2018 at Attachment 1.

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#### **LOCATION PLAN**

Nil

#### **TABLED ITEMS**

Nil

#### **BACKGROUND**

Affordable housing and homelessness has been a discussion between Council and community members for a number of years. Homelessness exists on a global scale, with little progress over time in reducing the incidence of people living without a secure home. A definition of homelessness and its surrounding data continues to be debated universally.

There is limited data available in relation to homelessness and associated service use within the Shire. The Australian Bureau of Statistics (ABS) advises there is no single variable in the Census which can accurately inform on homelessness.

Just Home, the Margaret River Community Centre (MRCC) and the Margaret River Soup Kitchen are local providers of support services to those facing housing stress. These groups report an increase in the use of local services in recent years.

The Shire's Affordable Housing Strategy 2015 and the Homelessness Policy 2016 acknowledge that the challenge of homelessness is multi-faceted and requires involvement by all levels of government, non-government, private and community sectors. The Affordable Housing Strategy identifies the need for and availability of affordable housing, setting out a series of measures aimed at assisting with the delivery of affordable housing of a type and quantity sufficient to meet with the defined demand. Most importantly, the Strategy focuses only on outcomes, which can feasibly be delivered by the Shire.

For the last two years Just Home have dedicated their efforts to reducing housing stress and preventing homelessness in the Augusta Margaret River area through volunteer efforts. The group incorporated in May 2017 and compiled a long term action plan as a result of engagement conducted over 2016 as part of the Shire's Homelessness Policy. This includes the Housing Advocacy Project which includes a funded position to provide immediate support to people experiencing or at risk of homelessness and

housing stress in Augusta Margaret River, and to monitor local experiences for rigorous data collection. Through this work Council committed \$20,000 in the 2017-18 budget and further two financial years to Just Home to part fund this project (OM2017/15). Year One has been completed and Year Two has been approved and financed.

Just Home designed the Housing Advocacy Officer to be part time at 15 hours per week and based at the MRCC. The position description details the total cost for the position over three years is \$124,078.29 which includes a total remuneration package of \$119,078.29 and \$5,000 for evaluation. This is part funded by the Shire at \$20,000 per year for three years, subject to ongoing co-matched funding. As part of their agreement with the Shire, Just Home are required to provide data quarterly to Council, detailing the demographics of the clients engaged in services, and the nature of the services provided.

## **CONSULTATION AND ADVICE**

### **External Consultation**

Extensive community consultation occurred on the topic of homelessness over March to June 2016 by the Shire and through collaboration with Just Home. This information assisted development of the Homelessness Policy.

### **Internal Consultation**

Nil

## **DISCUSSION / OFFICER COMMENTS**

The quarter one, Year Two report shows 26 clients for the period, seven new clients were received over the period, compared to an average of 11 over the previous 12 month period. 50 clients have accessed Just Home services since July 2017. 26 clients remain with open cases and are receiving ongoing Just Home services.

This report continues the trend that most clients are long term residents of the region with the majority of new clients accessing the service in this period being residents for over five years. Mental health and disability continue to be common co-existing factors for clients. Just Home service provision over the quarter has focused on continuing to provide information and advocacy support, most notably for mental health. Clients presenting with domestic violence issues have increased in this period. It is noted domestic violence services are difficult to access in the region and will be an ongoing issue.

A number of ongoing community sessions have taken place with Just Home including homelessness couch conversations that attracted over 60 people and an informal morning tea presenting the Year One report to the community and their clients.

Just Home also completed a planning workshop with housing justice advocate Jonathon Shapeira attended by nine committee members.

Just Home also participated in a number of media opportunities with ABC South West and the Augusta Margaret River Times.

A partnership with Margaret River Community Garden has begun with Just Home clients starting a vegie patch where they can meet for a cup of tea, learn gardening skills, socialise and connect as well as take away some fresh produce.

Local initiatives have continued to be pursued through the Homelessness and Affordable Housing Working Group over the quarter. The group consists of Shire officers and three Just Home representatives, who met again in August 2018. The group are focused on building a collaboration with state government to develop emergency and/or affordable accommodation in the Shire.

## **STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS**

Nil

## **STRATEGIC PLAN / POLICY IMPLICATIONS**

***Community Strategic Plan 2036 (CSP)***

***Corporate Business Plan 2018-2022***

Key Result Area 2: Welcoming, inclusive and healthy communities

Community Outcome 6: Community health, safety and social justice in the face of changing climate  
Strategy 2: Lead and partner with other agencies on community safety and regulatory programs for community wellbeing.

**PLANNING FRAMEWORK**

Nil

**FINANCIAL IMPLICATIONS**

Council has committed \$20,000 in the 2017-18 and 2018-19 budgets and one further year 2019-20 to Just Home (OM2017/15). Just Home have previously submitted the required financial reports for the first year confirming matched funding and confirmed budgeted income and expenses for year two.

**SUSTAINABILITY IMPLICATIONS**

The Shire's Homelessness Policy includes acknowledgment of the Shire's commitment to using its best endeavours to meet the needs of current and future generations through the integration of environmental protection, social advancement, cultural recognition and economic prosperity.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council notes the first quarter report, Year Two, July – September 2018 at Attachment 1.

**ADVICE TO APPLICANT / PROPONENT**

Nil

**ATTACHMENTS**

1. Just Home Margaret River Year 2 Quarter 1 Report July – September 2018

**RECOMMENDATION / COUNCIL DECISION**

**CR LANE, CR MCLEOD OM2018/317**

**That Council notes the first quarter report, Year Two, July – September 2018 at Attachment 1.**

**CARRIED 6/0**

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*Cr Godden re-entered Chambers at 9.06pm*

**11.4.6 TURNER CARAVAN PARK MASTERPLAN**

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<b>LOCATION/ADDRESS</b>	Shire of Augusta Margaret River
<b>APPLICANT/LANDOWNER</b>	Shire of Augusta Margaret River
<b>FILE REFERENCE</b>	CPT/6
<b>REPORT AUTHOR</b>	Nigel Anderson, Manager Human and Community Services
<b>AUTHORISING OFFICER</b>	Andrew Ross, Acting Director Corporate and Community Services

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*This Item was brought forward and considered after 11. Reports of Committees and Employee Reports on page 10.*

**12. MOTIONS FROM MEMBERS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13. MOTIONS FOR CONSIDERATION AT NEXT MEETING**

**13.1 Investigation into the Potential Development of Social Housing in Augusta and Margaret River – Cr Godden**

*Cr Godden gave notice of the following motion to be considered at the 12 December 2018 Ordinary Meeting of Council:*

**MOTION**

That Council :

1. Requests the CEO to commission an investigation into the potential development of social housing in Augusta and Margaret River, inclusive of:
  - a) Identification of all suitable land owned by the Shire or that could be made available to the Shire, by way of arrangements with the State Government (e.g. – Lot 3000 Allnutt Terrace Augusta);
  - b) Detailed analysis of suitable land parcels to determine lot/dwelling yields, and the most appropriate development type and form to suit future tenants.
  - c) Options available to the Shire to resolve any significant impediments preventing the development appropriate sites for social housing e.g. servicing.
  - d) The extent to which suitable not for profit organisations would be prepared to partner with the Shire in developing and managing suitable sites.
2. Requests that \$30,000 be allocated to the project, with funds to be provided by way of budget savings as may be identified through the mid year budget review.

*Acting Director Sustainable Development left Chambers at 9.08pm*

*Acting Director Sustainable Development re-entered Chambers at 9.09pm*

**14. NEW BUSINESS OF AN URGENT NATURE**

**14.1. Members**

Nil

**14.2. CEO**

Nil

**15. CONFIDENTIAL BUSINESS**

Nil

**16. CLOSURE OF MEETING**

*The Shire President thanked all in attendance and declared the meeting closed at 9.09pm*